

## Privacy Notice – Students

We respect you and your child's privacy and are committed complying with privacy legislation. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information.

We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Lauri Almond, at [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) or by calling 0333 032 2970.

What is the service being provided?	Creation, Maintenance of the Pupil Record, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data			
What personal data do we need from you?	Name	Address	Date of Birth	Parent/ Carer Contact Details
	Known as name	Ethnicity	Religion	Gender
	Emergency contacts	Unique IDs	Photo	Attainment
	Medical Information	Passport and nationality details	Attendance records	Exclusions
	SEN information	Behavioural information	Child protection data	Safeguarding data
	Transport information	Educational commentary		
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		St Benedict's Catholic College	
	Who is the Data Controller's? <a href="#">Data Protection Officer</a> ?		Lauri Almond (Essex County Council).	
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
	Who are they?		These are all listed below.	
<b>Data Breakdown</b>				
Name	Data Fields	Reason		
Apple	Name, email address and classes.	Software to improve management information system in the education format.		
BBC Bitesize	Name and email address.	This provides online interactive resources for students.		
Rally Sports	Name, school contact details and emergency contact details.	Used for alternative provisions off school site.		
Textivate	Name and username.	This provides online interactive resources for students.		
EduCare	Name, email address, school name, address, URL, school contact details.	EduCare provides schools with access to it's Online Learning Service whereby learners can gain essential knowledge on a wide variety of topics.		
JAMF	Name, classes, teacher name, school name/address and contact number.	Software to improve Apple software management in the education format.		
Kahoot	Anonymous nickname created to login.	This provides online interactive resources for students.		
Microsoft Teams	Name, addresses, date of birth, attendance, attainment, expected attainment, contact details, health information, examination data, religion, language, emergency contacts and transport arrangements.	Microsoft Teams is a cloud-based communication and collaboration platform to facilitate home learning/remote working.  Teams is also used to store files.		
Wonde DFE Attendance Collection	Name, UPN, gender, ethnicity, child looked after, child previously looked after, SEN,	Data management system.		

	free school meals, year group, school URN and LA code.	
Wonde E-Voucher	Name, addresses, date of birth, parent/carer names and addresses.	An online system that allows E-vouchers (such as Free School Meal Vouchers) to be issued directly to families.
Wonde Test Register	Name, UPN, gender, ethnicity, child looked after, child previously looked after, SEN, free school meals, year group, school URN and LA code.	Data management system.
ESS SIMS	Name, DOB, address, emergency contact details, medical information, attendance, attainment, educational commentary, religion, ethnicity, transport to school, unique ID's such as UPN, Passport and nationality details, known as name, SEN information, Exclusions, Behavioural information, Photo, Parent/ Carer contact details.	SIMS is our management information system and houses all the information categories detailed above in the section.
EduLink One	Name, School report, Forename, Surname, Parent/ Carer contact details, DOB, Gender.	Email's home school reports directly to parent email and sends text messages.
Microsoft Office 365	Name, age, gender, country, email address, postal address, phone number (if added), password, password hints, preferred language, device usage.	This provides each student a school email address that can be used for services provided for learning instead of a personal.
ParentPay	Name, Preferred name, DOB, Gender, Reg group, Salutation, Dietary requirements, Address, UPN, Admission number, Meal selections and spend history, Trip information.	ParentPay is the school's payment system. We use this to facilitate parents making online payments towards school trips, locker deposits and the like.
Parents Evening Booking	Name, reg group, date of birth, year group, ID, Class information.	This service allows parents to book their Parents Evening appointments online and allows teachers and admin staff to manage bookings.
Evolve	Name, UPN, Reg group, Gender, Year Group, Primary telephone, Primary email, Pupil premium, SEN, Medical data, Dietary needs, Free school meals eligibility.	This is used to produce risk assessments for school trips.
Seneca	Name, DOB, Gender, Email, School name.	Free GCSE board specific resources.
ClassCharts	Name, Photo, DOB, Gender, Address, Contact details, Priority 1 contact details, Attendance, Educational commentary, Religion, Ethnicity, Transport to school, Behavioural data, Assessment Data, Service child in education, Uniform allowance, In LEA care, living arrangements, Travel provided by LEA, Ever in care, Eligible for free school transport and dates if	This is used as a tool for students and parents to see what homework they have to complete and when it's due.  This also has a new facility in which teachers can create seating plans with photos of the students and Parents can see achievement, behaviour and attendance data.

	applicable, FSM ever, pupil premium and notes, dietary needs and preferences, paramedical support, emergency consent, blood group, eligible for FSM, parental consent, meal arrangements.	
My PE Exam (The Everlearner)	Name, school email address, assessment data from tasks on my PE Exam, students can upload their own photo if desired but this is not provided.	This is used by students who selected PE GCSE for their pathway options so they can use resources.
SISRA	Name, UPN, Gender, SEN Status, Ethnicity code, Gifted and Talented, FSM Ever 6, In LEA Care, Percentage attendance, Pupil premium, Class memberships and subjects, Attainment data.	SISRA is used to track student's assessment data through the school. This is analysed and student's needing academic or pastoral support are identified.
Pearson Active Learn	Name, year group, email address, DOB.	This provides online interactive resources for students.
Kerboodle	Name, admission number, email address (optional), username, password, assessment data from items undertaken on kerboodle.	Students have access to online GCSE and A Level resources to extend and consolidate their learning.
Exam boards (All applicable)	Name, gender, DOB, ULN, UCI and entries. Access testing information if applicable.	The exam boards require us to provide this information in order for the exams to be successfully administered. Please note that legal forename and surname are the details that appear on the birth certificate. We are not permitted to share shortened versions of these names. Exam Boards require information for all students sitting public examinations; this is most likely to be students in years 11.
FFT Aspire	Name, DOB, UPN, Gender, date of admission to school.	FFT Aspire are able to calculate using the student's KS2 scores where the student should be at various points in their education. We use this information to assess ourselves.
JCQ	Student exam details, plus details of any disabilities / learning needs / medical conditions relevant to Access Arrangements for public examinations.	Students requiring access arrangements during the exam period, such as word processing or extra time, have their details shared with JCQ in order for this to be approved. Students will be asked to sign a data protection notice before the application is made.
Edukey	Student ID, UPN, Forename, Surname, DOB, SEN Status, SEN Needs, EAL, Language code, Current NC Year, Gender, FSM Eligible, In LEA Care, Gifted and Talented, Entry Date, Pupil Premium, Service Premium, FSM Ever 6, Medical Needs.	Provides teachers with learning plans and provision maps to aid student learning.
NHS	Name, DOB, Gender, Address including postcode, School entry date and leaving date.	This is to facilitate immunisations students require during school ages.
Capitation Request	Name and address.	This is to confirm your child's church attendance from the information you provided us.

Quizlet	Email and DOB.	This provides online interactive resources for Languages.
Sparx Maths	Name, UPN, DOB, Gender, Year group, Class, Subject.	This provides online interactive resources for Maths.
Accelerated Reader - Renaissance	Name, DOB, Year Group, Class and Teacher Name.	Reading tool to help students who need assistance with reading ability.
GL Assessment	Name, Gender, DOB, Year Group, SEN.	CAT testing for baseline assessment purposes.
Vocab Express	Name, Year Group, Class, Email.	This provides online interactive resources for Languages.
CPOMS	Name, DOB, Gender, In LEA Care, Telephone, Email, LAC, FSM inc start and end date, PPI, UPN, Year Group, Reg Group, Key Stage, Enrolment Status, Admission number, Admission Date, Year of Entry, Year of Leaving, Present Marks, Attendance Groups and Data, Ethnicity, Language, EAL, Religion, Parental information, Address, Emergency Consent, Blood Group, Pregnant Pupil, SEN Status, More Able, Agencies, Siblings, Medical Conditions, Medical Notes, IEP's, Provisions, SEN Statements, Summary Attendance, Attendance String, Classes, Lesson Attendance, Contact information. Staff Title, Staff Name, Staff Classes, Job Title, Email, Term Dates.	System for Child protection, Safeguarding, wellbeing and all pastoral issues.
SpellZone	Name and class name.	Platform to aid spelling.
UniFrog	Name, form group, email, DOB, Post Code.	Access to seek free impartial, accurate and up to date information regarding Sixth Form, HE/FE and apprenticeship opportunities. Unifrog enables students to not only research universities in the UK, but also in US, Canada, Europe and Asia.
The Brilliant Club	Name, UPN, SEN & Disabilities, Year Group, DOB, Gender, Post Code, Pupil Premium eligibility, IDACI decile.	Providing online tutoring to specific students.
Historyhomework.com	Name, email.	This provides online interactive resources for History.
Salters Chemistry Club	Name, email.	This provides online interactive resources for Chemistry.
Boost (Hodder Education)	Name, email.	This provides online interactive resources for RE.
Classroom Cloud	Name, email address, salutation, phone number, address, language and photo.	Classroom instructions, online safety and IT management.
Music First (Focus on Sound)	Student name, year and reg.	This provides online interactive resources for Music.
MakeHappen	Name, DOB, postcode, email address, school name, contact	Support for schools and student to help make choices about further and higher education.

	details and details of emergency contact.	
Literacy Assessment	Name, UPN/Admission number, DOB and year intake.	Reading age test and results.
ESS Reading Cloud	Name, DOB, gender, address, contact detail, parent info, photo, ethnicity, year/reg group and UPN.	Online Library management system.
Linguascope	Name, contact name, school name, address, telephone and email address.	This provides online interactive resources for Languages.
Wonde	Name, unique pupil number, gender, ethnicity, child looked after; child previously looked after; SEN support; education health and care plan; free school meals (inc FSM6), NC Year Group; School URN; LA Code.	Data management system.
Carousel Learning	Name and UPN.	This provides online interactive resources for Science.
Sparx Reader	Name, DOB, Email Address, Gender, UPN/Admission Number, Class and School Name.	This provides online interactive resources for Reading.
GCSE Pod	MIS ID, Admission Number, Full Name, DOB and Email Address.	This provides online interactive resources for History.
XR.+	Name and email.	This is for a unit within ICT OCR qualification. Would only be used for those students in particular.
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	<ul style="list-style-type: none"> <li>• Support pupil learning</li> <li>• Monitor and report on pupil progress</li> <li>• Provide appropriate pastoral care</li> <li>• Assess the quality of our services</li> <li>• Comply with the law regarding data sharing</li> </ul>
	The <a href="#">Legal Condition(s)</a> :	<ul style="list-style-type: none"> <li>• Necessary to perform a contract obligation</li> <li>• Statutory duty</li> </ul>
How we limit the use of personal information		<p>We use personal information to deliver education effectively; but wherever possible, the information that we process will be anonymised, pseudonymised or de-personalised. This means the information can no longer identify a person.</p> <p>When using personal information for research purposes, the information will be anonymised/ pseudonymised to avoid the identification of a person, unless you have agreed that your personal information can be used for the research project.</p> <p>We do not sell personal information to any other school for the purposes of selling products.</p>
Who else might we share your data with?		Department for Education (DFE), Health Providers, Other Education Providers, Professional Associations, Future education providers (references).
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?		No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

		For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.					
If your information leaves the country		Sometimes, for example where we receive a request to transfer school records to a new school, it is necessary to send that information outside of the UK. In such circumstances additional protection will be applied to that information during its transfer, and where the receiving country does not have an adequacy decision, advice will be sought from the Information Commissioners Office prior to the information being sent.					
How long will your data be kept?	When will it stop being used?	When the pupil transfers to another education setting e.g. another school.					
	How long after this will it be deleted?	Date of Birth + 25 Years Subject to exceptions – please refer to the school's Retention Schedule A copy of our retention schedule can be requested from our school office					
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a> <input checked="" type="checkbox"/>	<a href="#">Access</a> <input checked="" type="checkbox"/>	<a href="#">Rectify</a> <input checked="" type="checkbox"/>	<a href="#">Erase</a> <input type="checkbox"/>			
	<a href="#">Restrict</a> <input type="checkbox"/>	<a href="#">Portable</a> <input type="checkbox"/>	<a href="#">Object</a> <input type="checkbox"/>	<a href="#">Automate</a> <input type="checkbox"/>			
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Necessary to perform a contract obligation and Statutory duty.					
	This is what could happen if you refused to let us use your data for this purpose:	Unable to educate a student safely					
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous school, local authority, Parents/ Carers					
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	These are the categories of personal data being given to us	Basic Demographics including unique ID, name, address, DoB, gender, parental contact details, ethnicity, language, medical information, educational attainment& attendance, SEN information, child protection data, safeguarding data					

**Visit the following links for more information about Privacy Law, our obligations and your Rights:**

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

[Data collection requirements placed on us by the DFE](#)

[More information on NPD managed by the DFE](#)

**If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:**

Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH
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Email	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>
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Phone Number	0333 032 2970
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**If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:**

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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Online	Or visit <a href="http://ico.org.uk">ico.org.uk</a> or email <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>
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Phone Number	0303 123 1113
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