



Privacy Notice

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

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?	Surname & Legal Surname	Names	Known As Name	Address		
	Date of Birth	Birth Certificate (Copy)	Baptismal Certificate (Copy)	Adoption Certificate (Copy)		
	Gender	Parent/Carer Names	Parent/Carer Address	Attendance Records		
	Absence Records	Parent/Carer Email Contact Details	Parent/Carer NI/NASS Number	Parent/Carer Date of Birth		
	Emergency Contacts	FSM Entitlement	Previous School(s)	Destination School		
	Ethnicity	Religion	Nationality	Country of Birth		
	Pupil Premium Status	SEN Records	Care Orders	Court orders		
	Child Protection Records	Curriculum Attainment Records	Absence/Sick/ Medical letters			
	First Language	Other Languages	Position In Family	Medical Details		
	Family Circumstances	Method of Travel to School	Sibling Details	Child's Home Time Arrangements		
Who will be using your Personal Data?	Who is the Data Controller ?		St. Helen's Catholic Infant School			
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond (Essex County Council).			
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?		RM Integris, ParentMail, Van Cols (School Photographers)			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Statutory Duties			
	The Legal Condition (s):		Statutory Duty & Substantial Public Interest			
Who else might we share your data with?		Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		NO				

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			
Our use of the data will be subject to your legal rights (mark if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<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:				Statutory Duty			
	This is what could happen if you refused to let us use your data for this purpose:				N/A			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Local Authority or previous education setting			
	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, educational attainment & attendance.			
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								
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							
Email	DPO@essex.gov.uk							
Phone Number	03330322970							
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							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							

