

# 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?	Legal Surname	First Name	Middle Name/s	Gender	
	Home Address (incl PostCode)	Preferred Surname	Known Name	Date of Birth	
	Home Contact Telephone Nos (Landline & mobile)	Home Email Address	Nationality	Religion	
	Country of Birth	Ethnicity	First Language	Language spoken at Home	
	Parent Serving in UK Military	Entitlement to Free School Meals	Usual Lunchtime Meal requirements	Entitlement to Free School Transport	
	Usual Mode to Travel to School	Emergency Contact/s Names	Emergency Contact/s Gender	Emergency Contact/s Relationship to Pupil	
	Emergency Contact/s Parental Responsibility	Emergency Contact/s Address	Emergency Contact/s Telephone Number/s	Emergency Contact/s Email Address	
	Court Orders applying to Pupil	Siblings to Pupil	Medical Conditions of Pupil	Doctors Name/Practice Name, Address & Tel.No.	
UPN Number	Previous School/s	Previous School Attendance	Previous School Assmt Data		
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		Tiptree, St Luke's CofE Community Primary School		
	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
Who are they?		RM Integris Schools Cash Office Primary Contact Target Tracker Accelerated Reader Mathletics			
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> :		Statutory Duties		
	<a href="#">The Legal Condition(s)</a> :		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 <a href="#">countries with no UK-equivalent</a> 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 (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"/>			
[Delete any of the following rows which do not apply]							
As you are giving us your data directly to us:	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.				
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>							
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>							
<b>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:</b>							
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH						
Email	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>						
Phone Number	03330 322 970						
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>							
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF						
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>						

Phone Number	0303 123 1113
--------------	---------------