

# 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?   | Name  | Address  | Known As name                       | Date of Birth               |
|   | Ethnicity/Culture   | Religion   | Medical details                     | Parent/Carer names          |
|   | Emergency contacts  | Gender   | Age                                 | Admission date              |
|   | Telephone numbers   | Dietary requirements/needs   | Family members                      | FSM eligibility             |
|   | Language  | Asylum status  | SEND information                    | Assessment data             |
|   | Children in LA care   | Child protection/safeguarding records                                      |                                     |                             |
|   |   |  |                                     |                             |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?  | Boreham 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 <input type="checkbox"/> |
|   | Who are they?   | Capita SIMs  |                                     |                             |
| 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   |                                     |                             |
|   | The <a href="#">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 |                                     |                             |

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|  |  |                                     |                          |                                     |  |                                     |                          |                                     |
|--|--|-------------------------------------|--------------------------|-------------------------------------|--|-------------------------------------|--------------------------|-------------------------------------|
|  | 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):   | <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:                            |                                     |                          |                                     | 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><br><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   | 03330322970  |                                     |                          |                                     |  |                                     |                          |                                     |
| <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  |                                     |                          |                                     |  |                                     |                          |                                     |