



WALTON ON THE NAZE (FOUNDATION) PRIMARY SCHOOL

Standley Road, Walton on the Naze, Essex CO14 8PT

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Headteacher: Mrs Suzie Bliss

Privacy Notice - Statutory Processing of Pupil and Parent data

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	Religion	Medical details	Parent/Carer names
	Emergency contacts	Gender	Nationality	Country of birth
	Mobility details	Sibling names	Dietary requirements	Language
	Registered Medical Practice/Surgery	Previously attended Nursey/Playgroup/Schools	Speech and language reports	Physio and Occupational therapy reports
	Special Educational needs	Medical/ Paediatrician reports	Exclusion information	Court orders
	Diagnostic assessments	Free school meal eligibility	NI number	Birth Certificate
	Email address	Telephone number	Unique pupil number	Attendance information
	Results of internal assessment and external set tests	Means of transport used to and from school	School to Parent correspondence	NHS number
	Medical appointments	Annual school reports	Home school agreements	Attainment records
	Proof of ID	Photocopy of prescribed medicines	Diagnostic assessments	Health care plans

	Intervention plan	Social services reports	Police reports	Meeting notes				
	Record of child concern							
Who will be using your Personal Data?	Who is the Data Controller ?		Walton-on-the-Naze Primary 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?		Capita (SIMs) , Target Tracker, Timestable Rockster, Class Do Jo, Espresso, 2Simple, GML,Networking Technologies					
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, Chartwells, Governing Board					
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	This is who is giving us your personal data:		Local Authority or previous education setting					

your data directly to us:	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				

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