



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

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	Religion	Medical details	Parent/Carer names		
	Emergency contacts	Gender	Email	School History		
	Attendance	Special Needs	Qualifications	Assessment data		
	Behaviour Log	Dietary	House Points	Intervention		
	Exclusions					
Who will be using your Personal Data?	Who is the Data Controller ?		Hedingham School and Sixth Form			
	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			
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		Date of Birth + 25 years			

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	deleted?							
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							

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