

Holland Haven Primary School

'Reach for the Stars'

Headteacher: Mrs S Bardetti B.EdNPQH

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 nurse/ 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	Pupil Photograph	
Who will be using your Personal Data?	Who is the Data Controller ?	Holland Haven Primary School		
	Who is the Data Controller's Data Protection Officer ?	C Cole		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	AQUINAS	Capita (Sims)	
	Google for Education	My Maths. Co.uk		
	2Simple	Lexia UK		
	Accelerated Reader	Target Tracker and Family Fisher Trust		

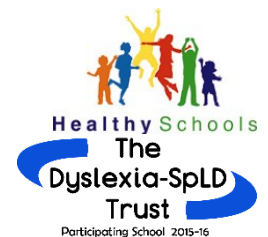
			Aspire					
		Scratch	Teahers2Parents					
		Micro librarian systems limited	RM Easimaths (RM Education)					
What will it be used for and what gives us the right to ask for it and use it?	<u>The Purpose(s)</u> :		Statutory Duties					
	The <u>Legal Condition(s)</u> :		Statutory Duty & Substantial Public 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 <u>countries with no UK-equivalent</u> 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):	<u>Inform</u>	<input checked="" type="checkbox"/>	<u>Access</u>	<input checked="" type="checkbox"/>	<u>Rectify</u>	<input checked="" type="checkbox"/>	<u>Erase</u>	<input type="checkbox"/>
	<u>Restrict</u>	<input type="checkbox"/>	<u>Portable</u>	<input type="checkbox"/>	<u>Object</u>	<input type="checkbox"/>	<u>Automate</u>	<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	Primrose Road, Holland-on-Sea, Essex,CO155PP
Email	c.cole@hollandhavenschool.co.uk
Phone Number	01255 813704
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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Holland-on-Sea
Essex CO155PP
Tel: 01255 813704
Fax: 01255 812641**

**Email: admin@hollandhaven.essex.sch.uk
Website: www.hollandhavenschool.co.uk**



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