

Privacy Notice – Pupil Records

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 Pupil Records, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data			
What personal data do we need from you?	Name	Address	Date of Birth	Known as Name
	Ethnicity / Cultural information.	Religion	Medical Details	Parent / Carer Names
	Emergency Contacts	Gender	SEN & Disability details	Dietary/Free School Meal details
	Looked After or Adopted from Care details	Child Protection Details	Previous school history	Pupil Assessment data
	Behaviour records i.e. exclusions	Attendance records	Transport arrangements and entitlement	Pupil Premium and Service Premium info
Who will be using your Personal Data?	Who is the Data Controller ?	Langham Primary School		
	Who is the Data Controller's Data Protection Officer ?	John Jones – Chair of Governors		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Capita Sims, Target Tracker (ECC) (ECC), Mathletics, My Maths, EV3, British Museum Young Explorers		
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 Duties and Substantial Public Interest		
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Regulatory Bodies			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO			

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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):	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 and 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	Chair of Governors c/o Langham Primary School							
Email	Governors.Chair@Langham.essex.sch.uk							
Phone Number	01206 272266							
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							