



WOODLANDS
SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Privacy Notice

For

Pupil Data

Amended: June 2018

Approved by Governors: June 2018

Review date: September 2020

Reviewing Panel: Standards, staffing and curriculum (SSC)

Woodlands School is part of Takely Education Trust, a company limited by guarantee, registered in England and Wales. Company number 9451372.
Registered Office: The Appleton School, Croft Road, Bentlees, Essex, SS7 5RN

Privacy Notice – Pupil 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 service is 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?	Name	Address	Known as name	Date of Birth
	Ethnicity	Religion	Medical details	Parent/Carer names
	Emergency contacts	Gender	Special Educational Needs	Care Plan
	Dietary requirements	School history	Parental Consent	Photo
Who will be using your Personal Data?	Data Controller		Woodlands School	
	Data Protection Officer		Lauri Almond (Essex County Council)	
	Data Processors Who are they?		Yes MIS provider, e.g. SIMs, RM and any other system suppliers which hold the above data	
What will it be used for?	Purpose		Statutory Duties	
	Legal Conditions		Statutory Duty and Substantial Public interest	
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers (e.g. HR, Legal), Regulatory Bodies.			
Will your data be stored in or accessible from countries with no UK equivalent privacy law?	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	Inform ✓	Access ✓	Rectify ✓	Erase
	Restrict	Portable	Object	Automate


Direct Data	Why we are allowed to use and ask for it	Statutory Duty
	What could happen if you refuse your data	N/A
Indirect Data	Who is giving us data?	Local Authority or previous education setting
	Is it a source open to anyone?	No
	Categories of data being given	Basic Demographics, including unique ID, name, address, DoB, gender, parental contact details, ethnicity, language, educational attainment & attendance.
<p>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</p>		
<p>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:</p>		
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH	
Email	IGS@essex.gov.uk	
Phone Number	03330322970	
<p>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</p>		
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	

Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr D Wright, Head Teacher.

Signed: 
 Head Teacher

Dated: 24th June 2018

Signed: 
 Chair of Governors

Dated: 24th June 2018