

Privacy Notice – Pupil & 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 & Parent/Carer Data							
What personal data do we need from you?	Name	Address		Known as		Date of Birth		
	Ethnicity	Religion		Medical details		Parent/Carer names		
	Emergency Contacts	Gender		Dietary details incl. FSM eligibility		Nationality		
	Special Educational needs	School history		Assessment		Behavioural		
	Photo	Biometric		IT use		Email address		
Who will be using your Personal Data?	Who is the Data Controller ?			Roding Valley High 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?			ParentPay, PS Engage, Google Education for Schools, Precedence Technologies, Capita, SISRA, Exam Boards, PiXL, Doodle, Cahoot, Kaboodle, UCAS, Artinet, GLAssessment, SMHW, Tassaima				
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):			<ul style="list-style-type: none"> Statutory Duty Substantial Public Interest 				
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal), Regulatory Bodies, Other schools, exam boards							
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 Student transfers to another educational establishment				
	How long after this will it be deleted?			Date of birth plus 25 years. ¹				
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				

¹ Subject to exceptions – please refer to the school's Retention Schedule

As you are not giving your data directly to us:	This is who is giving us your personal data:	Local Authority or previous educational establishment.		
	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 incl. email, ethnicity, language, educational attainment and attendance, school history		

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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