



## Privacy Notice – Pupil/Parent Processing for Statutory Duty

We respect the privacy of you and your child when you use our services and are committed to complying with privacy legislation. This privacy notice is to be read in conjunction with the overall privacy statement held under [www.gepacademies.com/dataprivacy](http://www.gepacademies.com/dataprivacy).

<p>What is the service being provided?</p>	<p><b>Parent/Pupil Processing for Statutory Duty:</b> Creation and maintenance of the pupil record including pupil and parent/carer data; curriculum delivery; pastoral care; monitoring and reporting on attendance, progress and outcomes; assessing the quality and financial efficiency of our services; compliance with the law regarding data sharing.</p>				
<p>What personal data do we need from you?</p>	<ul style="list-style-type: none"> <li>• Pupil contact/home information, e.g. address, mobile, email</li> <li>• Pupil characteristics, e.g. 'In Care' indicator, Pupil Premium eligibility</li> <li>• Pupil educational information, e.g. accreditations, qualifications, exam results</li> <li>• Pupil family, lifestyle and social circumstances</li> <li>• Pupil feedback, e.g. questionnaire, survey</li> <li>• Pupil health and medical information</li> <li>• Pupil identifiers, e.g. name, date of birth, gender, photo</li> <li>• Pupil racial or ethnic origin</li> <li>• Pupil religion</li> <li>• Pupil safeguarding, including child protection plan</li> <li>• Pupil school history/career</li> <li>• Pupil Special Educational Needs and Disabilities</li> <li>• Parental contact information, e.g. address, telephone, email</li> <li>• Parental financial data, e.g. National Insurance number, benefits</li> <li>• Parental profession</li> </ul> <p>By parent, we also refer to carer or legal guardian. 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.</p>				
<p>Who will be using your Personal Data?</p>	<p>Who is the Data Controller?</p>	<p>GEP Academies Staff, governors/trustees in schools/business units across GEP Academies.</p>			
	<p>How can you contact the Data Protection Officer?</p>	<p><a href="mailto:DPO@gepacademies.com">DPO@gepacademies.com</a></p>			
	<p>Are there any Data Processors?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 25%;">Yes</td> <td style="text-align: center; width: 25%;"><input checked="" type="checkbox"/></td> <td style="text-align: center; width: 25%;">No</td> <td style="text-align: center; width: 25%;"><input type="checkbox"/></td> </tr> </table> <ul style="list-style-type: none"> <li>• Admin/IT system providers, e.g. Microsoft, Wisepay</li> <li>• Alternative provision providers</li> <li>• Curriculum software providers</li> <li>• Education consultants/advisors</li> <li>• Education, training, careers and examining bodies</li> <li>• Local Authority</li> <li>• Photographers</li> <li>• Security organisations</li> <li>• Supply cover services</li> <li>• Survey service providers</li> </ul>	Yes	<input checked="" type="checkbox"/>	No
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<p>What will it be used for and what gives us the right to ask for it and use it?</p>	<p>The Purpose(s):</p>	<p>Statutory Duties</p>			
	<p>The Lawful Basis:</p>	<p>Statutory Duty &amp; Substantial Public Interest</p>			
<p>Who else might we share your data with?</p>	<ul style="list-style-type: none"> <li>• Family, associates and representatives of the person whose personal data we are processing</li> <li>• Business associates, professional advisers, voluntary and charitable organisations</li> <li>• Department for Education (DfE)</li> <li>• Healthcare professionals, social and welfare organisations</li> <li>• Our local authority, Surrey County Council</li> <li>• Other local authorities (when a pupil transfers)</li> <li>• Police forces and courts</li> <li>• Schools that the pupils attend after leaving us</li> <li>• Youth support services</li> </ul>				
<p>Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</p>	<p>No</p>				

How long will your data be kept?	When after use will this data be deleted?		As per GEP Data Retention Procedure - Statistics & management information - Educational record Retained for the academic year of date of birth of the pupil + 25 years.					
Our use of the data will be subject to your legal rights (if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input checked="" type="checkbox"/>
	<a href="#">Restrict</a>	<input checked="" type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input checked="" type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>
As you are giving us your data directly to us:	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:		Not applicable					
As you are not giving your data directly to us in all circumstances:	This is who is giving us your personal data:		Alternative provision providers Local Authority Previous education setting Survey service providers					
	This is a source of personal data open to anyone		<a href="#">Yes</a>	<input type="checkbox"/>	<a href="#">No</a>	<input checked="" type="checkbox"/>		
	These are the categories of personal data being given to us		<ul style="list-style-type: none"> <li>• Pupil attendance, behaviour and exclusion information</li> <li>• Pupil characteristics, e.g. 'In Care' indicator, Pupil Premium eligibility</li> <li>• Pupil contact/home information, e.g. address, mobile, email</li> <li>• Pupil educational information, e.g. assessment, attainment, progress, accreditations, qualifications, exam results</li> <li>• Pupil health and medical information</li> <li>• Pupil identifiers, e.g. name, date of birth, gender, photo</li> <li>• Pupil racial or ethnic origin</li> <li>• Pupil safeguarding, including child protection plan</li> <li>• Pupil school history/career</li> <li>• Pupil Special Educational Needs and Disabilities information</li> <li>• Pupil/parent survey feedback</li> <li>• Parental contact information, e.g. address, telephone, email</li> <li>• Parental financial data, e.g. National Insurance number, benefits</li> </ul>					
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>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:</b>								
Email	DPO@gepacademies.com							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>							
Phone Number	0303 123 1113							



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## Version Control

Date	Version	Updated By	Comments
23/05/18	1.0	COO	GDPR/DPA2018 Compliance; effective 25/05/18
05/02/20	1.1	COO	Review of data processors and data elements