



Privacy Notice for the Statutory Processing of Pupil & Parent Data

What is the service being provided?	The data is used to create and maintain pupil records, pastoral care and deliver the curriculum. This will include Parent/carer data.			
What personal data do we need from you?	Name	Address	Known As Name	Date of Birth
	Ethnicity/Cultural	Religion	Medical details & Doctors	Parent/Carer names
	Emergency contacts	Gender	SEN	Dietary
	Disabilities	Languages spoken	Child Protection	Other requirements not listed
Who will be using your Personal Data?	Named Data Controller	Mrs Julie Butterworth, Greensted Junior School		
	Named Data Protection Officer	Mr Ian Braysher, Eyebray Ltd		
	Are any Data Processors used?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	SIMs Studybugs Target Tracker		

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 Duty, Pupil Tracking and Child Protection
Who else might we share your data with?		Essex County Council Department for Education Social Care Providers School Nursing Team Outdoor Education Services School 2 Parents School Money Essex Child Protection Team
How long will your data be kept?	When will it stop being used?	When your child transfers to another education provider eg. Secondary School or alternative Primary
	How long after this will it be deleted?	Date of birth + 25 years

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:	To comply with law – 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:	This is who is giving us your personal data:	Previous educational setting or local authority
	Is this a source of personal data open to anyone?	No
	These are the categories of personal data being given to us:	Name, DoB, address, parent/legal guardian contact details, gender, ethnicity, religion, language, previous educational attainment and attendance details, any child protection concerns

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	Mr Ian Braysher, 51 Church Road, Romford, Essex, RM3 0JU
Email	enquiries@eyebay.com
Phone Number	01708 930677

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