



# THE COLNE

COMMUNITY SCHOOL & COLLEGE

## Privacy Notice - Students

**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>What is the service being provided?</p>     | <p>Creation and maintenance of the Pupil Record, including pupil and parent/carer data; curriculum (both timetabled and extra-curricular) delivery and pastoral care.</p>  |   |  |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| <p>What personal data do we need from you?</p> | <table border="1"> <tr> <td data-bbox="448 819 667 880">Name</td> <td data-bbox="667 819 884 880">Address</td> <td data-bbox="884 819 1086 880">Known As name</td> <td data-bbox="1086 819 1372 880">Date of Birth</td> </tr> <tr> <td data-bbox="448 880 667 1003">Ethnicity</td> <td data-bbox="667 880 884 1003">Religion</td> <td data-bbox="884 880 1086 1003">Medical details including current GP</td> <td data-bbox="1086 880 1372 1003">Parent/Carer names, and their details.</td> </tr> <tr> <td data-bbox="448 1003 667 1104">Emergency contacts and their details</td> <td data-bbox="667 1003 884 1104">Gender</td> <td data-bbox="884 1003 1086 1104">Dietary Information</td> <td data-bbox="1086 1003 1372 1104">Unique identifiers used by DfE and awarding bodies</td> </tr> <tr> <td data-bbox="448 1104 667 1160">Enrolment dates</td> <td data-bbox="667 1104 884 1160">Previous schools</td> <td data-bbox="884 1104 1086 1160">Country of birth</td> <td data-bbox="1086 1104 1372 1160">Special Educational Needs</td> </tr> <tr> <td data-bbox="448 1160 667 1373">Any disabilities</td> <td data-bbox="667 1160 884 1373">Usual mode of transport to school</td> <td data-bbox="884 1160 1086 1373">Photograph (taken in school once the school year has started)</td> <td data-bbox="1086 1160 1372 1373">Biometric data (fingerprints) for school meals [Colne Community School Only]</td> </tr> <tr> <td data-bbox="448 1373 667 1597">Nationality</td> <td data-bbox="667 1373 884 1597">Details of additional (i.e. non-emergency contacts)</td> <td data-bbox="884 1373 1086 1597">Proof of address (in accordance with our published Admissions Policy)</td> <td data-bbox="1086 1373 1372 1597">Learning/assessment information</td> </tr> <tr> <td data-bbox="448 1597 667 1682">Siblings currently on roll.</td> <td data-bbox="667 1597 884 1682">Languages spoken and ability.</td> <td data-bbox="884 1597 1086 1682"></td> <td data-bbox="1086 1597 1372 1682"></td> </tr> </table> |   |  | Name | Address | Known As name | Date of Birth | Ethnicity | Religion | Medical details including current GP | Parent/Carer names, and their details. | Emergency contacts and their details | Gender | Dietary Information | Unique identifiers used by DfE and awarding bodies | Enrolment dates | Previous schools | Country of birth | Special Educational Needs | Any disabilities | Usual mode of transport to school | Photograph (taken in school once the school year has started) | Biometric data (fingerprints) for school meals [Colne Community School Only] | Nationality | Details of additional (i.e. non-emergency contacts) | Proof of address (in accordance with our published Admissions Policy) | Learning/assessment information | Siblings currently on roll. | Languages spoken and ability. |  |  |
| Name   | Address  | Known As name   | Date of Birth  |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| Ethnicity                                      | Religion   | Medical details including current GP                                  | Parent/Carer names, and their details.                                       |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| Emergency contacts and their details           | Gender   | Dietary Information   | Unique identifiers used by DfE and awarding bodies                           |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| Enrolment dates                                | Previous schools   | Country of birth  | Special Educational Needs  |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| Any disabilities                               | Usual mode of transport to school  | Photograph (taken in school once the school year has started)         | Biometric data (fingerprints) for school meals [Colne Community School Only] |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| Nationality                                    | Details of additional (i.e. non-emergency contacts)  | Proof of address (in accordance with our published Admissions Policy) | Learning/assessment information  |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| Siblings currently on roll.                    | Languages spoken and ability.  |   |  |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
| <p>Who will be using your Personal Data?</p>   | <p>Who is the <a href="#">Data Controller</a>?</p>   |   | <p>The Colne Community School and College</p>                                |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |
|  | <p>Who is the Data Controller's <a href="#">Data Protection Officer</a>?</p>   |   | <p>Lauri Almond (Essex County Council).</p>                                  |      |         |               |               |           |          |                                      |  |                                      |        |                     |  |                 |                  |                  |                           |                  |                                   |   |  |             |   |   |                                 |                             |                               |  |  |

|   |   |   |  |                                     |                         |                                     |                          |                          |
|---|---|---|--|-------------------------------------|-------------------------|-------------------------------------|--------------------------|--------------------------|
|   | Are there any <a href="#">Data Processors</a> ? |   | Yes  | <input checked="" type="checkbox"/> | No                      | <input type="checkbox"/>            |                          |                          |
|   | Who are they?                                   |   | Awarding Bodies, Parentpay Group, Hyperspheric Solutions (Go4Schools), Google GSuite, ALPS, PIXL, NetMedia Ltd (Parents Evening Booking System) Capita SIMS Online Services, Organisations involved in school trips, Organisations providing personalised educational resources or advice, Work Experience Providers |                                     |                         |                                     |                          |                          |
| What will it be used for and what gives us the right to ask for it and use it?  | The <a href="#">Purpose</a> (s):                |   | Statutory Duties   |                                     |                         |                                     |                          |                          |
|   | The <a href="#">Legal Condition</a> (s):        |   | Statutory Duty & Substantial Public Interest   |                                     |                         |                                     |                          |                          |
| Who else might we share your data with?   |   | Central & local government, health providers, Youth Support Services, other education providers (e.g. organisers of educational competitions), educational, regulatory and statutory bodies, your parents or guardians. |  |                                     |                         |                                     |                          |                          |
| Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent Privacy Law</a> protections? |   | NO  |  |                                     |                         |                                     |                          |                          |
| How long will your data be kept?  | When will it stop being used?                   |   | Following the end of the academic year 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 <sup>1</sup>  |                                     |                         |                                     |                          |                          |
| Our use of the data will be subject to your legal rights (mark 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 type="checkbox"/> |
|   | <a href="#">Restrict</a>                        | <input type="checkbox"/>  | <a href="#">Portable</a>   | <input type="checkbox"/>            | <a href="#">Object</a>  | <input type="checkbox"/>            | <a href="#">Automate</a> | <input type="checkbox"/> |

<sup>1</sup> (1) To obtain confirmation of your examination results after you are 25 years old then you will need to contact the awarding bodies directly.

|  |  |   |                          |    |                                     |
|--|--|---|--------------------------|----|-------------------------------------|
| 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 / Parents / Department for Education  |                          |    |                                     |
|  | 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, deprivation information, language, educational attainment & attendance. |                          |    |                                     |
| <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><br><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> |  |   |                          |    |                                     |
| Postal Address   | Essex County Council. County Hall. Chelmsford. CM1 1QH                                     |   |                          |    |                                     |
| Email  | <a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>                                     |   |                          |    |                                     |
| Phone Number   | 03330322970  |   |                          |    |                                     |
| <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  |   |                          |    |                                     |