



Manningtree High School

Colchester Road, Lawford, Manningtree, Essex CO11 2BW

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.

What is the service being provided?	Creation, Maintenance of the Student Record, Curriculum Delivery and Pastoral Care, including Student and Parent/Carer data			
What personal data do we need from you?	Full name	Family name	Known As name	Date of Birth
	Ethnicity	Religion	Medical details	Parent/Carer names
	Emergency contacts	Gender	SEN	Address
	Dietary Information	Tel No.	Family relationships	Email address
	Mode of travel	Free School Meals eligibility	Details of any court orders	Biometrics
	First language	Country of birth/Nationality	Disability information	
Who will be using your Personal Data?	Who is the Data Controller ?		Manningtree 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?		SIMs-school MIS system; Parentpay-Payment system; Eclipse-library management; SMHW-homework system; Vericool-cashless catering system; Evolve-educational visits system; Alps-progress system; School gateway-parent comms; exam boards; access	

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		arrangements; Essex Music Services; PS Financials-finance system; Bus companies; Accelerated reader-library reading scheme.
What will it be used for and what gives us the right to ask for it and use it?	<u>The Purpose(s)</u> :	Statutory Duties
	The <u>Legal Condition(s)</u> :	Statutory Duty & Substantial Public Interest
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies	
Will your data be stored in or accessible from <u>countries with no UK-equivalent</u> Privacy Law protections?	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 (mark if applicable):	<u>Inform</u> <input checked="" type="checkbox"/> <u>Access</u> <input checked="" type="checkbox"/> <u>Rectify</u> <input checked="" type="checkbox"/> <u>Erase</u> <input type="checkbox"/>	
	<u>Restrict</u> <input type="checkbox"/> <u>Portable</u> <input type="checkbox"/> <u>Object</u> <input type="checkbox"/> <u>Automate</u> <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
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
	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, language, educational attainment & attendance.
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		

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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	IGS@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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