

Privacy Notice – Pupil & Family 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 and maintenance of the pupil record, curriculum delivery and pastoral care including pupil and parent/carer data			
What personal data do we need from you?	Name	Address	Known As name	Date of Birth
	Ethnicity	Religion	Medical details	Gender
	Parent/Carer/Emergency (P/C/E) contact names	(P/C/E) phone numbers	(P/C/E) email addresses	Dietary details
	Pupil Premium eligibility	Nationality	UPN	Language
	Free School Meal eligibility			
Who will be using your Personal Data?	Who is the Data Controller?	Balfour Primary School		
	Who is the Data Controller's Data Protection Officer?	James England dpo@dataprotection.education		
	Are there any Data Processors?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Capita, ParentPay, eSchools, Reading Cloud, SchoolPing		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	Statutory Duties and day-to-day running of the school		
	The Legal Condition(s):	<ul style="list-style-type: none"> • Statutory Duty • Substantial Public Interest • Vital interest • Legitimate Interest 		
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations.			
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 Pupil transfers to another education setting (e.g. another school)		
	How long after this will it be deleted?	Date of Birth + 25 years		

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Our use of the data will be subject to your legal rights (mark 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						
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									
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	Balfour Primary School, Balfour Road, Brighton, BN1 6NE								
Email	James England dpo@dataprotection.education								
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								