

West Bridgford Infant School



Privacy Notice – Pupil and Parent 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, 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 & religious faith	Medical details	Parent/Carer names & addresses
	Emergency contacts	Sex	Doctors details	Position in family
	First Language	Second language	Home language	Names & addresses of adults with parental responsibility
	Previous school/setting	Involvement of other agencies e.g family service/social care	Special Educational needs/disabilities	Country of birth
	Nationality	In care status	Traveller status	Refugee status
	Armed forces status	Contact arrangements for separated parents	Dietary requirements	Eligibility for free school meals
	Vaccinations record	Personal care skills/requirements	Involvement of health services e.g. speech & language/paediatrician	
Who will be using your Personal Data?	Who is the Data Controller ?	West Bridgford Infant School		
	Who is the Data Controller's Data Protection Officer ?	Nigel Frost		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Arbor My Concern Evolve Class Dojo Medical Tracker Local Authority DfE		
What will it be used	The Purpose (s):	Statutory Duties		

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for and what gives us the right to ask for it and use it?	The Legal Condition (s):	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 countries with no UK-equivalent Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?	Date of Birth + 25 years						
	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):	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:								

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Postal Address	West Bridgford Infant School Avon Gardens West Bridgford NG26BP
Email	dpo@westbridgford-inf.notts.sch.uk
Phone Number	0115 9747885
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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