



# Privacy Notice

## School Pupil & Parent Records

HATFIELD PEVEREL INFANT SCHOOL

The purpose of this Privacy notice is to inform you of what to expect when the school collects your personal data for the purpose of your child's enrolment at our school.

### Data Collected from Pupils and Parents

We are required by law to create and maintain pupil records for effective delivery of the curriculum and pastoral care and as part of our statutory duties. This also includes the collection of parent/carer data. As such, we lawfully collect the following:

- Name and 'known as' name
- Date of birth
- Address
- Email address and phone numbers
- Parent/ carer names
- Emergency contact details
- Gender
- Parental consent

We also collect and retain special category data such as:

- Ethnicity
- Religion
- Health information
- Dietary needs
- Free school meal eligibility
- SEN information
- Child protection details

All information is usually provided by the parent/ carer however can sometimes be provided by others such as the local authority or healthcare professionals.

### The Use of Personal and Special Category Personal Information at HPIS

Hatfield Peverel Infant School is defined as a 'Data Controller' as detailed in Article 4 (7) of GDPR. The legal basis that we rely on when using your personal information is our statutory duty to do so to deliver the curriculum and pastoral care. The legal basis for collecting and holding your special category personal information is enrolment, social security and protection and substantial public interest.

### Use of your Personal Data

As a 'Data Controller' we will pass your data onto 'Data Processors' who will use this. These are:

- SIMS
- ParentMail
- Studybugs
- Tapestry

We may also share your personal data with the following:

- Central and Local Government
- Health providers
- Other education providers
- Regulatory bodies



## **Retention of your Personal Data**

When collected, this information is securely held and is only accessible to personnel that have a legitimate reason to do so.

This information will stop being used once your child leaves the school and transfers to a new setting (e.g. another school)

Pupil data is retained from the date of birth, plus 25 years. For more information on how long we keep your personal data, please see our schools retention schedule.

## **Your Rights over your Personal Data**

Under GDPR, you have the right (where appropriate) to:

- Access this data by making a formal subject access request
- Rectify, erase or restrict this data
- Object to the processing of your information

More information about Privacy Law, our obligations and your rights can be found by clicking the link below:

[The ICO Guide to the General Data Protection Regulations 2016](#)  
[The General Data Protection Regulations 2016](#)

If you have concerns, or wish to exercise your rights, please contact our Data Protection Office, Lauri Almond at IGS@essex.gov.uk or by calling 0333 032 2970.

If you still have concerns following our response, you have the right to raise the matter with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

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