



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

## Privacy Notice

**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	Medical details	Parent/Carer names		
	Emergency contacts	Gender	Special educational need	Free school meals		
	Looked After status	Attendance	Exclusions	Behaviour Incidents		
	Attainment/progress	Language	Dietary requirements	Allergies		
	UPN	Nationality	Disabilities	Parental responsibility		
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		Newark Orchard School			
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		Lisa Williams/Leanne Hurdle			
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?		SIMs, SOLAR, Behaviour Watch, Evolve, Teachers2Parents, Cool Milk, S2S, Local Authorities, Health Providers. The school will ensure that they comply with Data Protection regulations where required.			

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	Statutory Duties					
	The <a href="#">Legal Condition(s)</a> :	Statutory Duty & Substantial Public Interest					
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies. The school will ensure that they comply with Data Protection regulations where required.						
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> 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):	<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 checked="" type="checkbox"/>	<a href="#">Object</a> <input type="checkbox"/>	<a href="#">Automate</a> <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.					
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>							

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

[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	Lisa Williams/Leanne Hurdle Newark Orchard School Appletongate Newark Notts NG24 1JR
Email	<a href="mailto:Lisa.williams@newarkorchard.notts.sch.uk">Lisa.williams@newarkorchard.notts.sch.uk</a> / <a href="mailto:lhurdle@newarkorchard.notts.sch.uk">lhurdle@newarkorchard.notts.sch.uk</a>
Phone Number	01636 682255/56

**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	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.