



*'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> ?		Rebecca Turner		
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/>	No
	Who are they?		SIMs, SOLAR, Evolve, CPOMs, Teachers2Parents, Cool Milk, S2S, Local Authorities, Health Providers. The school will ensure that they comply with Data Protection regulations where required.		
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		
	<a href="#">The Legal Condition(s)</a> :		Statutory Duty & Substantial Public Interest		

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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>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								

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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	Rebecca Turner Newark Orchard School London Road Balderton Newark Notts NG24 3AL
Email	<a href="mailto:rebecca.turner@newarkorchard.notts.sch.uk">rebecca.turner@newarkorchard.notts.sch.uk</a>
Phone Number	01636 682255

**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

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