



Bracken Hill School

Statutory Processing of Pupil and Parent/Carer Data

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 Records, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data			
What personal data do we need from you?	Name, Known As Name, Address, Date of Birth, Gender, Ethnicity, Religion, Unique Pupil Number (UPN), Former UPN, Unique Learner Number (ULN), Parent/Carer Names, Address and Contact Information, Parental Responsibility, Emergency Contact Details, Medical/Health Information including Prescribed Medication, SEN Details, English as an Additional Language, Free School Meals, Pupil Premium Information, LAC Information, Child Protection Data, Previous School History, Parental Consents, Photographs			
Who will be using your Personal Data?	Who is the Data Controller ?	Bracken Hill		
	Who is the Data Controller's Data Protection Officer ?	Mrs Austin		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	SIMS, SOLAR, Behaviour Watch, Evolve, Purple Mash, Abacus, Education City		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Statutory Duties		
	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?	When the Pupil transfers to another education setting, e.g. another school		

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	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:								
Postal Address	Mrs Austin, Bracken Hill School, Chartwell Rd, Kirkby in Ashfield, Nottinghamshire, NG17 7HZ							
Email	dataprotection@brackenhill.notts.sch.uk							
Phone Number	01623477268							
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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