

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	UPN	ULN	
	Dietary Needs	SEN Information	FSM Entitlement	Pupil Premium Entitlement	
	School History	Academic Data incl reports	Behaviour incl Exclusions	Attendance data	
	Child Protection data	Images			
Who will be using your Personal Data?	Who is the Data Controller ?		Stewards Academy Trust		
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond – Essex County Council		
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No
	Who are they?		<ul style="list-style-type: none"> • Capita SIMS • PCLC • Vericool • ParentPay • Parent Mail • Edukey Education - Class Chart • GL Assessment • Mint Class • Tassomai • TWIG 		

		<ul style="list-style-type: none"> • Exampro • Pixl Club • My Maths • Maths Watch • Mathsbox • Maths Mastery • GCSE Pod • Boardworks • Renaissance Learning • Capita Business Services - Library • EDUSites • E4Education – website • NCOP (for eligible pupils) • GCSE i-pod • Thinking Reading • Bedrock • Herts for Learning <p>This list is not exhaustive and can be subject to change based on statutory and curriculum requirements</p>
What will it be used for and what gives us the right to ask for it and use it?	<u>The Purpose(s)</u> :	Statutory Duties
	The <u>Legal Condition(s)</u> :	Statutory Duty & Substantial Public Interest
Who else might we share your data with?	<u>Central</u> & <u>Local</u> Government, Health Providers, Other Education Providers, Regulatory Bodies, Police, Youth Service Providers, Place-2-Be, Youth Counselling Trust (YCT)	

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	
	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	Stewards Academy Parnall Road Harlow CM18 7NQ		
Email	admin@stewardsacademy.org		
Phone Number	01279 421951		
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