



AES – PRIVACY NOTICE

STATUTORY PROCESSING OF STUDENT AND PARENT DATA

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 Student Record, Curriculum Delivery and Pastoral Care, including Student and Parent/Carer data			
What personal data do we need from you?	Name	Address	Known As name	Date of Birth
	Ethnicity	Religion	Gender	Parent/Carer/Contacts names, addresses. Emails, tel. numbers
	Emergency contacts	Siblings	Medical and administration	Free School Meals
	First and home Language	School history	Photo	Language at previous school and fluency in another language
	Country of Birth	Passport details	English as an Additional Language	Ethnicity
	Welfare / Child Protection	Dietary requirements	Service children in education	Special Educational and Disability needs
	Safeguarding and emotional well being	Modes of travel/route	Free school meals eligibility	Parental Consent, ie. Photographs, school visit, study club,
	Biometric data	Optional: Bankers order details if making annual donation	Optional: Parental employment for work experience placements	Attendance
	Assessment and attainment	Behavioural information	Unique Student number	

Who will be using your Personal Data?	Who is the Data Controller ?	Anglo European School			
	Who is the Data Controller's Data Protection Officer ?	Data Protection Officer, Essex County Council			
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?	Capita, RM, ParentPay, Live Register, Show my Homework, Oliver (Library), Reading Pro, Contact Group (Truancy call), TSO Host, Lloyds Bank			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Statutory Duties Biometric Data: used for entry to school, attendance, cashless catering. Students place their thumb on a scanner which becomes their 'digital signature' and is stored as data points. The software then converts them into a set of letters and number which is hosted on our own school server. Any concerns about this process, please contact our Business Manager.			
	The Legal Condition(s) :	Statutory Duty, a Task in the Public Interest and Substantial Public Interest			
Who else might we share your data with?		Central & Local Government, DfE, Health Providers, Youth support services (students aged 13+), Other Education Providers, Regulatory Bodies, Researchers, organisations connected with promoting the education or wellbeing of children in England, Police Biometric data: The stored data can only be viewed as a string of numbers and letters.			
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 Student transfers to another education setting, e.g. another school			
	How long after this will it be deleted?	Date of Birth + 25 years Biometric data – deleted when student leaves the school			

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	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	InformationGovernanceSupport@essex.gov.uk
Phone Number	03330322970

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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