



**Admissions, Delivery of the Curriculum, and  
Pastoral Care**

**Privacy Notice**

**2023 - 2024**

## **Admissions, Delivery of the Curriculum, and Pastoral Care**

We use personal information, for example:

- Names and address;
- Contact details;
- Date of birth;
- Education attainment;
- Emergency contacts;
- Family relationships;
- General case information.

We also use some special category personal information, for example:

- Health information;
- Ethnicity;
- Religion.

This information is provided by parent/guardians, the local authority, and any previous education settings. It is used to deliver our statutory and contractual education duties and assure the health and wellbeing of our pupils. We rely on the legal bases of legal obligation and contract for processing personal data. For processing special category personal data, we rely on Substantial Public Interest and Explicit Consent.

The school is the Data Controller for this information.

This information may be shared in order to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:

- Central & Local Government;
- Health Providers;
- Other Education Providers;
- Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office.

This information will be held for the duration of the student's attendance at our school, and for as long after their departure as the law and our policies require. For more information, please speak to our school office who can provide our retention schedule.

Our school management system is provided under contract and they act as data processors for this information.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

### School Data Protection Role Contact Details

<b>Role</b>	<b>Name</b>	<b>Email contact</b>
Data Protection Officer (DPO)	Ms. L. Almond	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>
Senior Information Risk Owner (SIRO)	Mr. S. Proctor	<a href="mailto:admin@westthurrockacademy.co.uk">admin@westthurrockacademy.co.uk</a>
Information Champion (IC)	Mrs. J. Pitcher	<a href="mailto:admin@westthurrockacademy.co.uk">admin@westthurrockacademy.co.uk</a>
Information Governance Governor	Mrs. S. Stronach	<a href="mailto:Chair@westthurrockacademy.co.uk">Chair@westthurrockacademy.co.uk</a>