St Joseph the Worker RC Primary School, Brentwood CM13 1BJ

2026/2027 Privacy Notice for 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
- Travel to School Arrangements
- General case information.

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

- Health information
- Ethnicity
- Religion.

This information is provided by parent/carers, the local authority, and any previous education settings. It is used to deliver our statutory education duties, assure the health and wellbeing of our pupils. It helps us to improve our services and handle complaints. The legislation and Statutory guidance underpinning our services are:

All schools
Keeping Children Safe in Education
The Education (Pupil Registration) (England) Regulations, 2006
The Education Act 1996, 2002 & 2011
The Equalities Act 2010
The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
The School Admissions Code
The Special Educational Needs and Disability Regulations
The SEND Code of Practice
Working Together to Safeguard Children
The Children and Families Act 2014

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The Children Act 1989 & 2004
School Type Specific
Academies
Education and Training (Welfare of Children) Act
The Education (Independent School Standard) Regulations
Secondary Education only
The Learning and Skills Act
The Education and Skills Act
The Apprenticeships, Skills, Children and Learning Act
Maintained schools only
The School Standards and Framework Act 1998
The Education (Pupil Information) (England) Regulations 2005
Non-maintained special schools
The Non-Maintained Special Schools (England) Regulations 2015

The school is the Data Controller for this information.

This information may be shared 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 Government & Local Authorities
- Health Providers
- Other Education Providers
- Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office
- Other external professionals assisting in the complaints process.

This information will be held for 25 years from the date of birth of the student. When a pupil changes school, this record will go with them and will not be retained by the previous school, other than to meet statutory returns.

Data Processors
We use education platforms/systems/apps to enhance the way we deliver our education services and keep data secure. The providers of those services are data processors for this information. Our processors only process personal data in accordance with our written instructions, which ensure data is processed lawfully and safely. Our legal basis for using personal data for this purpose is that it is a public task in the public interest.

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.

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