



St James' Church of England Primary School

Paringdon Road, Harlow, Essex, CM18 7RH

Telephone: 01279 432459

Email: Admin@stjames-ceap-harlow.essex.sch.uk

Website: www.stjamescofeprimaryschool.co.uk

Head Teacher: **Mrs Gina Bailey**

June 2018

How We Process Personal Information

Description of processing

The following is a broad description of the way this organisation processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Academy

Reasons/purposes for processing information

We process personal information to enable us to provide education, training, welfare and educational support services, to administer school property; maintaining our own accounts and records, undertake fundraising; support and manage our employees. We also use CCTV for security and the prevention and detection of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences



The Diocese of Chelmsford Vine Schools Trust is a company limited by guarantee.

Registered in England No 8709542. Registered Office 53, New Street Chelmsford CM1 1AT

St James' CofE Primary School fully complies with information legislation. For the full details on how we use your personal information please

go to: <http://www.stjamescofeprimaryschool.co.uk/privacy-and-gdpr/> or call 01279 432459 if you are unable to access the internet.

Who the information is processed about

We process personal information about:

- employees
- students and pupils
- professional experts and advisers
- members of school boards
- sponsors and supporters
- suppliers and service providers
- complainants, enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- careers service
- school boards
- local and central government
- academy trusts
- healthcare, social and welfare organisations
- police forces, courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers
- financial organisations
- press and the media

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA)



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