



CORLEY CENTRE

2018/2019

STUDENT PRIVACY NOTICE

What is a Privacy Notice?

- A Privacy Notice informs individuals how an organisation uses any personal information that it holds about them. Organisations are required to publish this information by law. This Privacy Notice explains how Corley Centre processes (collects, stores, uses and shares) personal information about our students and their parents.

Corley Centre is a '**DATA CONTROLLER**'. This means that we are responsible for **HOW** and **WHY** the personal information of students and parents is processed.

Corley Centre is registered as the Data Controller with the Information Commissioner's Office (ICO).

The school's Registration Number is Z950842X

Jessica Sweet is Corley Centre's Data Protection Officer. She can be contacted on 02476 831068 or by email at Jessica.Sweet@coventry.gov.uk. Her role is to oversee and monitor our school's data protection procedures and to make sure they are in line with the General Data Protection Regulations.

What is Personal Information?

Personal information is factual details about an individual, which can identify who that individual is.

'Special category' personal information relates to personal information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a person's sexual orientation.

What personal information do we process about our students and their parents?

The student and parent information that we collect, hold and share includes the following:

- Students' personal information such as name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and whether they are eligible for free school meals
- Attendance information such as sessions attended, number of absences and the reasons for absence

- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions and/or behavioural information
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes
- Photographs

Why do we use personal information?

We use student data for a variety of reasons:

- to support student learning
- to safeguard pupils
- to monitor and report on student progress
- to be able to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Collecting student information

Whilst the majority of student information that parents and students provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or whether you have a choice in this.

Who can access this data?

We keep your information as secure as possible. In order to stop those who do not have permission from using your information, we have put in place safeguards like passwords, locks and making sure everyone is aware of their duty to protect information we collect. The electronic data that we collect from you will be sent to, and stored by, an outside software provider. We have a written agreement in place with this provider.

School staff are limited only to the information they need to perform their duties, for example, the Headteacher will have access to all information, whereas teaching assistants will only have access to certain information relating to their classes. Electronic data will be password protected and paper files containing personal data will be securely stored.

How long is your data stored for?

The School follows a Data Protection Policy and Record Retention Schedule, which can be found on the school website. This will tell you exactly how long we keep personal information for.

Who is your personal information shared with?

The School is required by law to provide information about you to the Department of Education as part of statutory data collections, such as the school census; some of this information is then stored in the National Pupil Database.

The Department of Education may share information about you from the National Pupil Database with other organisations who promote the education or wellbeing of children in England, for example by:

- Creating research
- Producing statistics
- providing information, advice or guidance

The Department of Education has strong measures in place to ensure that the confidentiality of any data shared from the National Pupil Database is maintained.

The school routinely shares your information with:

- Your destination upon leaving the school (College or a new school)
- The Local Authority (Coventry City Council, Warwickshire County Council or Solihull Borough Council)
- The National Health Service
- The Department of Education
- Ofsted
- Prospects, our careers advisory service

We do not share information about our students or parents unless the law and our policies allow us to do so.

What are your rights?

You have the right to:

- be told about how the school uses your personal data
- ask to see or have a copy of your personal data
- ask that your personal data is changed if it is not right. If you believe that any of your information is incorrect, please contact us
- ask that your personal data is deleted where there is no reason for us to hold it any longer, such as when you have left the school
- ask that the processing of your data is limited when possible
- say no to your personal data being used in some circumstances
- withdraw your consent at any time

Information Commissioner's Office (ICO)

If you are worried about the way Corley Centre is collecting or using your personal data, you can raise a concern with School's Data Protection Officer with the details

provided above or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

What data is collected on Corley Centre website?

Cookies Policy

The Corley Centre website does not use any invasive cookies to collect your personal information. This may change in the future and if it does, we will contact you to let you know.

If you wish to learn more about cookies in general and how to manage them, visit

<http://www.aboutcookies.org/>

<http://www.allaboutcookies.org/>

Google ([see how Google uses cookies and why](#))

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

What do we do with your information?

All personal information is held in a manner that is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

Transferring data internationally

Corley Centre does not transfer data outside of Europe.

Where can you find out more information?

If you would like to find out more information about how we use and store your personal data, please visit our website and download our Data Protection Policy.

Changes to our Privacy Policy

We keep our Privacy Policy under review and we will place any updates on our school's website. This Privacy Policy was last updated in May 2018 and will be reviewed in May 2019.