



## CORLEY CENTRE

### UK General Data Protection Regulation Students' Privacy Notice 2021~2022

#### 1. Who processes your information?

The School is the data controller of the personal information you provide to us which means the school decides why and how personal information belonging to you and your family is used, stored and deleted.

Corley Centre, Church Lane, Corley. Wark CV7 8AZ Telephone 01676 540218

In some cases, your information may be passed to an organisation that will process your information on behalf of the school in order for us to safeguard you and support your learning. Where the school passes on your information, safeguards will be in place.

Jessica Sweet acts as a representative in the form of Data Protection Officer for the school; they can be contacted on 02476831068 or [Jessica.Sweet@coventry.gov.uk](mailto:Jessica.Sweet@coventry.gov.uk). Their role is to oversee and monitor the school's data protection procedures and to make sure they are in line with the UK General Data Protection Regulation.

The school's registration number as a data controller is Z950842X

#### 2. Why do we collect and use your information?

The School collects and uses personal data relating to you, your family and we may also receive information regarding you from your previous school, Local Authority and the Department of Education and other relevant bodies. We collect and use personal data in accordance with the UK GDPR and Data Protection Act 2018.

We collect your information in order to:

- To support your learning
- To monitor and report on your progress
- To provide non-academic services like counselling
- To make sure we are doing our best as a school
- To obey the law
- To make sure you are safe
- To ensure everyone is treated fairly and equally
- To celebrate your achievements
- To provide reports and additional information to your parents/carers
- To conduct research or analysis and/or provide statistical reports
- For the prevention and detection of crime

#### 3. Which data is collected?

We collect this information from you:

- Personal information – e.g. basic identifiers like names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, pupil premium and whether you can have free school meals
- Attendance information – e.g. absences and absence reasons

- Assessment information – e.g. exam results
- Relevant medical information
- Educational needs/support
- Behavioural information – e.g. exclusions
- Voicemails – deleted within 24 hours unless need for safeguarding or the prevention or detection of a crime
- Photographs for identification purposes
- CCTV
- The school may also need to collect special category data (e.g. concerning health, dietary requirements, ethnicity, religion, sexual orientation or fingerprints for school meals).
- We may also collect criminal records information in accordance with the legislation.

When collecting your information, the school will let you know whether you have to provide this data or if your permission (also called 'consent') is needed. The school will provide you with all the information you need to make a decision as to whether you want to share that data.

- In the case of biometrics [fingerprint information], we will ask for explicit consent from parents to the processing personal data. This is currently not applicable to Corley Centre

We may receive information regarding you directly from the Local Authority and previous education establishment

#### **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 will 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 information relating to their classes. Electronic data will be password protected and paper files containing personal data will be securely stored.

#### **4. How long is your data stored for?**

We keep personal data for as long as necessary or as is required by law. The School follows a Data Protection Policy and Record Retention Schedule [see school website GDPR](#) This will tell you exactly how long we keep personal information for.

#### **5. Will my information be shared?**

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 by:

- Creating research
- Producing statistics
- Providing information, advice or guidance.

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

The school routinely collects from and shares your information with:

- Your destination upon leaving the school (like College/University/a new school)
- The Local Authority (e.g. Coventry City Council), or your previous Local Authority (e.g. Solihull /

Warwickshire)

- The National Health Service (NHS)
- The Department for Education
- Ofsted
- parents and guardians
- Authorities in relation to the prevention and detection of crime
- Suppliers and service providers – to enable them to provide the service we have contracted them for. Please see the Appendix 1 to this notice for more information about suppliers/services we use.

### **Youth support services**

#### **Pupils aged 13+**

Once you reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services.

This enables them to provide services as follows:

- youth support services
- careers advisers

**Your parent or guardian can ask that only your name, address and date of birth is passed to the local authority or provider of youth support services by informing us. You can request this once you reach the age 16.**

#### **Pupils aged 16+**

We will also share certain information about you if you are aged 16+ with our local authority and / or provider of youth support services.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

We transfer your personal data to the US for the purpose of providing Renaissance Learning services and do so with the necessary contractual agreement in place.

All other data is stored in the UK or EU

### **6. 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
- Ask that the processing of your data is limited when possible
- Say no to your personal data being used in some circumstances
- If we rely on your consent, you have the right to withdraw this consent at any time

In England, schools are regulated by The Education (Pupil Information) (England) Regulations 2005. Parents can apply in writing to the school to view their child's education record or receive a copy within 15 school days. In England, this

right only applies to all local authority schools, and all special schools, including those which are not maintained by a local authority.

### **Information Commissioner's Office (ICO)**

If you are worried about the way the School 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.

## **7. What data is collected on this site?**

### **Cookies Policy**

#### **How we use cookies**

Our site does not use any invasive cookies on our site to collect your personal information. We use industry standard third party cookies such as **Google Analytics** to track your behaviour online and gain statistical information in the following ways:

- We track the number of visits to our website
- We store a cookie on your **PC for 2 years** which is linked to your IP address this allows us to track whether you return to our site.
- If you share your computer, we advise that you select the 'Don't remember my details.' **When you visit our site, you can refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies.**

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](#))

## **8. 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.

## **9. Changes to our privacy notice**

We keep our privacy notice under review and we will place any updates on this webpage. This privacy policy was last updated in April 2021.

Appendix 1

In addition to the organisations mentioned above, we also use suppliers to help us to carry out our functions as a school.

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Personal data	Supplier/service	Reason why it is processed	Lawful basis
All pupil data included in the Common Transfer File; i.e. registration, attendance, basic identifiers, parent information, medical and dietary information, consents received for pupil.	SIMS Behaviourwatch	School's information management system	Legal obligation Public task duty
Safeguarding Information	Behaviourwatch.	Safeguarding log	Public task duty
Parent and pupil basic identifiers, parent , phone number.	Schoolcomms,	Provision of payments within school, electronic communications directly to parent email/phone	Public task duty
Basic identifiers, plus behaviour information	Behaviour watch	Logging pupil behaviour information	Public task duty
Basic identifiers (pupil names)	GCSE Pod Accelerated Reader Times Tables Rockstars	Providing pupils with learning online	Public task duty
Basic identifiers, DOB, SEN information, class, attainment and assessment information	Cornerstones Exam Pro GL Assessments	Tracking pupil assessments	Legal obligation
Photographs	[KO Photography	Identification of pupils and for displays/website/school social media	Public task for identification Consent for displays/website etc
Basic identifiers for parents (name/email)	Edenred Wonder – School Vouchers	Providing free school meal vouchers	Public task duty
All pupil/staff/parent information	Coventry City Council ICT Department Linkit Limited	Providing IT support to curriculum and admin	Legal Obligation Public task duty
All Pupil Staff parent information	Wonde Groupcall	Data extraction service to allow accurate migration of information from the school's MIS to third party suppliers.	Public task
Staff/Parent/Pupil/Visitor information such as name, car registration and photograph	Hard copy signing in book	Stores information of those on the school site	Legal obligation Public task duty

All Pupil Staff Parent information	Microsoft Applications: Outlook 365 OneDrive SharePoint	Outlook 365 for email correspondence OneDrive for secure storage and remote access SharePoint for sharing and receiving files that hold minimal data	Public task duty
Basic identifiers, photograph	In House	Provision of the school's webpage	Public task Consent for photographs
Basic identifiers, DOB, SEN information, class, attainment and assessment information. Relevant medical information and strategies to help students	LA Work related Learning. Work Related Learning providers Work Experience Placements Dol y moch Duke of Edinburgh	Provision of off site education and learning.	Public task duty Safeguarding
Basic identifiers, DOB, SEN information, class, attainment and assessment information	External sport providers including WASPS Rugby coaching, Sky Blues in the Community, Coventry Sports Foundation, SEND Active Partner schools	Provision of off site education and learning.	Public task duty Safeguarding