



Privacy Notice for Parents and Pupils – How we use your information

2018/19

Who are we?

Coughton C of E Primary School is part of the Arden Forest C of E Multi Academy Trust who is the 'data controller'. This means the Trust is responsible for how your personal information is processed and for what purposes.

Arden Forest C of E Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA415063

You can contact the Trust as the Data Controller in writing via the school at: Coughton C of E Primary School, Coughton Lane, Coughton, B49 5HN or e-mail to AFMdatacontact@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing 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 natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/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.

Why do we use personal information?

We use pupil data:

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

Collecting pupil information

Whilst the majority of pupil information you 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 pupil information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Warwickshire)
- the Department for Education (DfE)
- NHS
- Compass School Health
- Educational learning resources on line.

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

Please refer to the tables for information about what personal information is shared with which specific third parties.

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 which 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).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions

under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed by 25th May 2019 or before should updates be required.

[Last update: 5th June 2018]

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil full name	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred.	Legal obligation
			Sims.Net ParentPay online payment system Junior Librarian Accelerated Reader – Online Reading Resources School Comms text messaging system Scratch - Computing resource Cool Milk Zacchaeus Club - School Counsellor Service Warwickshire School Health & Wellbeing Service (provided by Compass) Twinkl – Classroom resource database 2simple- Assessment and tracking tool for reception	To perform a public task
			OTrack Classroom Monitor assessment system Other local schools eg for sports events	To perform a public task
Gender	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			ParentPay online payment system Cool Milk Twinkl – Classroom resource database 2simple- Assessment and tracking tool for reception Sims.net	To perform a public task

Date of Birth	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Sims.net ParentPay online payment system Cool Milk Warwickshire School Health & Wellbeing Service (provided by Compass) Paper Cut Twinkl 2simple- Assessment and tracking tool for reception Scratch - Computing resource OTrack Classroom monitor assessment system	To perform a public task
Home address	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Cool Milk ParentPay online payment system Warwickshire School Health & Wellbeing Service (provided by Compass) 2simple- Assessment and tracking tool for reception Sims.net	Performance of a public task
First Language	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Sims.net	Performance of a public task
Ethnicity	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	Consent	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation Performance of a public task
National Identity, Country of	Education Act 1996 Section 537A		Local Authority Department of Education School to which pupil has	Legal obligation

Birth, Nationality			transferred Sims.net	
Date of admission to school	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Cool Milk Sims.net	Performance of a public task
Last school attended - name and address	The Education (Pupil Information) (England) Regulations 2005 Regulation 5	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Sims.net	Performance of a public task
National curriculum year group	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Sims.net ParentPay online payment system system School Comms text messaging system OTrack Classroom monitor assessment system 2simple- Assessment and tracking tool for reception	Performance of a public task
Unique pupil number	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Sims.net OTrack Classroom Monitor assessment system 2simple- Assessment and tracking tool for reception	Performance of a public task
Eligibility for Free School Meals	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation
			Sims.net ParentPay online payment system Cool Milk 2simple- Assessment and tracking tool for reception	Performance of a public task
Mode of	Education Act	n/a	Local Authority	Legal

Travel to School	1996 Section 508A		Department of Education School to which pupil has transferred Sims.net	obligation Performance of a public task
Proficiency in English	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation
Whether a pupil is looked after and the Local Authority by whom the pupil is looked after	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation Performance of a public task
Where a pupil has been but is no longer looked after, the type of order resulting in them no longer being looked after	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation Performance of a public task
Special Educational Needs status, start date, details of needs and provision	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred Junior Librarian 2simple- Assessment and tracking tool for reception Sims.net	Legal obligation Performance of a public task
Details of exclusions: start and end dates, number of sessions, fixed length/permanent, reason for exclusion	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation Performance of a public task
Assessment date – end of key stage and	The Education (Pupil Information) (England)	n/a	Local Authority Department of Education School to which pupil has transferred	Legal obligation

Year 1 phonics screening	Regulations 2005		Junior Librarian 2simple- Assessment and tracking tool for reception	Performance of a public task
Pupil Annual Reports	The Education (Pupil Information) (England) Regulations 2005	n/a	School to which pupil has transferred	Legal obligation
Attendance records including whether absence was authorised/unauthorised and reason for absence	The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)	n/a	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation Performance of a public task
Parents' names and addresses	The Education (Pupil Information) (England) Regulations 2006 Regulation 5 (1)(c)	n/a	Local Authority Department of Education School to which pupil has transferred Warwickshire School Health & Wellbeing Service (provided by Compass) 2simple- Assessment and tracking tool for reception Sims.net	Legal obligation Performance of a public task
Parents' telephone number (if pupil usually resides with them)	The Education (Pupil Information) (England) Regulations 2006 Regulation 5 (1)(c)	n/a	Local Authority Department of Education School to which pupil has transferred Sims.net	Legal obligation Performance of a public task
Pupil assessment data (Curricular record)	The Education (Pupil Information) (England) Regulations 2005, Regulation 4		O Track assessment system School Governors 2simple- Assessment and tracking tool for reception	Performance of a public task Performance of a public task

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance	Vital Interest
Medical Information and conditions	Necessary to protect vital interests of the data	External third parties such as coaches and volunteers supporting curriculum or extra curriculum activities	
Dietary allergies /	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance Catering Staff – Educaterers Residential Accommodation providers – e.g PGL Location visited where food will be provided by third parties– other schools and locations visited on school trips	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance	Vital Interest

Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photographs		Government agencies , eg Department for Education, The Warwickshire Consortium Teaching School.	Consent
Photographs		Media including Stratford Herald, Redditch/Alcester Standard, Redditch Advertiser or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication. School Newsletter, School Prospectus, School Website, Facebook and twitter.	Consent
Pupil Personal Data		Cool Milk, Parent Pay, Osborne Technologies	Consent
Email address		Not shared	

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Information i.e name, age address, Parent detail, Emergency contact details		Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
Academic Progress data including Pupil Reports, Assessment records, , Learning journals, staff observations		OFSTED, Parents, Health such as Speech and Language	Public Task & Legal Obligation
Safeguarding information, Medical, Special Education Needs		Local Authority, Health, Parents ,other schools on pupil transfer	Legal Obligation
Pupil Premium/ FSM		DfE, Other schools – pupil transfers	Public Task
Adopted Children/LAC		DfE via census, Other schools – pupil transfers	Public Task
Service Children		DfE via census, Other schools – pupil transfers	Public Task
Court Orders		Other Schools – Pupils Transfer	Public Task
The pupil is considered to be a young career		Warwickshire Young Careers , Other Schools – Pupils Transfer	Public Task
The pupils main residence is provided by orbit housing		Parenting Project, MASH Other schools on pupil transfer, Other Schools – Pupils Transfer	Public Task
Attendance records		Local Authority, Other schools on pupil transfer	Public Task