



General Data Protection Regulations Privacy Notice

1. Who processes your information?

The School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families to be processed. The School's address and contact details are:

Whitmore Park Primary School, Halford Lane, Coventry. CV6 2HG

Telephone: 02476 335697

Email: admin@whitmorepark.org

Jessica Sweet acts as a representative in the form of Data Protection Officer for the school with regard to its data controller responsibilities; they can be contacted on 02476 831068 or jessica.sweet@coventry.gov.uk. Their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the General Data Protection Regulations.

The school's registration as a data controller is **Z527037X**

2. Why do we collect and use your information?

The School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, Local Authority and/or the Department of Education. We collect and use personal data in order to meet legal requirements and public interest set out in the GDPR and applicable domestic law, including those in relation to the following:

- Article 6 and Article 9 of the General Data Protection Regulations
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- For the prevention and detection of crime

3. Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses, siblings
- Characteristics – e.g. ethnicity, language, nationality and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Voicemails



- Photographs for identification purposes
- CCTV images and recordings from around the school building and site.
- As a school, we need to process **special category personal data** (e.g. concerning health, ethnicity, religion or biometric data) and **criminal records information** about some individuals. We do so in accordance with applicable law (including with respect to safeguarding) or by explicit consent. Where we collect special category data, we have a lawful basis under Article 9 (2) GDPR. For example, where we collect health information, for a substantial public interest under Article 9 (2) (g), we will have the appropriate policy document in place (see Special Category Data Policy), as is required.
- In the case of ethnicity we will ask for explicit consent to the processing of those personal data.

The categories of parent /carer information the Schools collects, holds and shares include the following:

- Personal information – e.g. names and addresses, emergency contact information
- Free School Meal eligibility
- CCTV images for safeguarding purposes

Whilst the majority of the personal data you provide to the school is a legal requirement or public task requirement, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used; e.g. photographs for display purposes.

We may receive information regarding you directly from the Local Authority, previous education establishment or other organisations such as Social Services, Virtual School, CAMHs, Primary Mental Health, Positive Parenting, School Nurse Referrals, some Charities and the Early Help Hubs.

Parents who are providing consent on behalf of their children must hold parental responsibility.

4. Who can access this data?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. The electronic data that we collect from you will be transferred to, and stored by, a third party software provider who abide by a contractual agreement.

The categories of people within the school who can access this data will depend on which data they are authorised to access. Members of school staff are limited to only the information they require to perform their duties. Access to electronic data will be password protected and hard copy files processing personal data will be securely stored for authorised use.

5. How long is your data stored for?

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. Personal data relating to pupils, their families at the School is stored in line with the School's Data Protection Policy and Record Retention Schedule.



6. Will my information be shared?

The school is required to share pupils' data with the Department of Education on a statutory basis. The National Pupil Database (NPD) is managed by the Department of Education and contains information about pupils in schools in England. The School is required by law to provide information about our pupils 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 our pupils from the National Pupil Database with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Department of Education has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. The School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares pupils' information due to a legal obligation with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The National Health Service
- The Department of Education
- The Local Authority – The Education (Information About Individual Pupils) (England) Regulation 2013 and Education (Pupil Registration) (England) Regulation 2006, enable the processing of information such as admissions, attendance, common transfer file, curricular record, educational record and SEN Reports attached to individual pupils by requiring schools to provide such the information to either the local authority or the Secretary of State as is so requested.
- Ofsted will infrequently require short term access to personal information from both employees and pupils to generate regulatory reports.
- Authorities in relation to the prevention of crime.
- Supplier and service providers – to enable them to provide the service we have contracted them for. Please see Appendix 1 to this notice for more information about third parties.
- We do transfer your data outside the EEA for the purpose of providing Class Dojo and Seesaw.

7. What are your rights?

This section applies to parents/guardians who hold parental responsibility and to pupils who have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds via a subject access request addressed to the school address above.
- Request that your personal data is amended if it is inaccurate or incomplete. If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information found to be incorrect.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted in certain circumstances.



- Object to your personal data being processed in certain circumstances.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Information Commissioner's Office (ICO)

If you have a concern 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.

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. Please also see websites listed below:

Department of Education

Census: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How DfE share data: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

ICO

Concerns: <https://ico.org.uk/concerns/>

9. Changes to our privacy policy

We keep our privacy policy under review and we will place any updates on the school website. This privacy notice was last updated in December 2020.



Appendix 1

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

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 EMS online (Coventry City Council)	School's information management system	Legal obligation Public task duty
Safeguarding Information	CPOMS	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 (name, email of parent)	Class Dojo Seesaw Showbie	Providing a learning journal for pupils. Remote learning. Data is transferred to US when using Class Dojo.	Public task duty
Basic identifiers, plus behaviour information	CPOMS	Logging pupil behaviour information	Public task duty
Basic identifiers (pupil names)	Times Tables Rockstars 2Simple/Purple Mash	Providing pupils with learning online	Public task duty
Basic identifiers, DOB, SEN information, class, attainment and assessment information	DC Pro Edukey (Provision Mapping)	Tracking pupil assessments	Legal obligation
Photographs	Braiswick Photographic Ltd	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	Providing free school meal vouchers	Public task duty
All pupil/staff/parent information	Admin IT Provider Curriculum IT Provider	Providing IT support to curriculum and admin	Legal Obligation Public task duty
All Pupil Staff parent information	Groupcall Schoolcomms	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	Inventry	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	Names.co.uk	Provision of the school's webpage	Public task Consent for photographs