



Privacy Notice for Parents and Pupils

**Diocese of Coventry
Multi Academy Trust**

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Together, pursuing life in all its fullness

Privacy Notice for Parent and Pupils

Version	Date	Author	Changes
V2.0	March 2020	Peter Blenkinsopp	Updated to consolidate as one document for parents and pupils

Why are we giving this to you?

We, the Multi Academy Trust and the Academies, need to use information about pupils and their parents/guardians. We do this for a number of reasons. This notice explains what information we use and why we use it. It is very important that information about individuals is kept safe. We explain below how the Academy and the Trust keep personal information safe.

If you want to know anything about what we do with information about you then please contact the Academy Headteacher.

We also have a person called the Data Protection Officer for the Academy and the Trust. They can answer any questions about what the Academy does with personal information. If pupils, parents/guardians or carers want to speak to the Data Protection Officer, then please contact:

Data Protection Officer
The Benn Education Centre
Craven Road
Rugby CV21 3JZ
Tel: 01788 422900
Email: dpo@covmat.org

Policy Statement

We are part of The Diocese of Coventry Multi Academy Trust (the Trust), a data controller for the purposes of data protection laws. Throughout this document, references to 'we' or 'us' or the Academy refer to the school as part of The Diocese of Coventry Multi Academy Trust.

This document sets out what personal data we collect and use about individuals including current, prospective or past pupils and parents, carers or guardians (collectively referred to in this policy as "Parents"), why we process that data, who we share this information with, and an individual's rights in relation to their personal data processed by us.

During a child's time with us, we will use information that we gather in relation to both pupils and parents for various purposes. Information that we hold in relation to an individual is known as "personal data". This will include data that we obtain directly from parents and pupils and data which we obtain from other people and organisations. We might also need to continue to hold personal data for a period of time after a pupil has left the Academy. Anything that we do with personal data is known as "processing".

What information do we use about you?

We will collect, hold, share and otherwise use the following information:

- Pupils name, address, date of birth, country of birth, nationality and language
- Parents personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- Parents financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- Parents relationship with their child including any Court orders that may be in place
- Pupil assessment information

- Details of a pupils previous/future schools
- Unique pupil number
- Behavioural information
- Eligibility for Free School Meals
- Pupil attendance information
- Pupil photographs
- CCTV images (where installed)

We will also use special categories of data such as gender, age, ethnic group, sex, religious or similar beliefs, information about health. These types of personal data are subject to additional requirements.

Where do we get this information from?

We will obtain an amount of personal data by way of information gathering exercises at appropriate times such as when a child joins the Academy and when individuals attend a Trust site and are captured by a CCTV system if installed and used at the Academy.

We may also obtain personal information from other sources. This might include information from the local authorities, other professionals or external organisations such as local authorities or Courts.

Why do we use this information?

We use the information we hold for many reasons, including:

- To make sure that we provide pupils with good education and support
- To make sure that we are able to address and support any educational, health or social needs pupils may have
- To make sure everyone is treated fairly and equally
- To keep everyone within the Academy safe and secure
- To deal with emergencies involving pupils
- To celebrate pupil achievements
- To provide reports and additional information to parents
- To raise or address any concerns about safeguarding
- To obtain funding for academies that are part of the Trust
- To provide or obtain additional services including advice and/or support for pupils and their families

Some of these things we have to do by law as part of our function as an Academy and as a Trust or where we are carrying out tasks in the public interest, including:

- To confirm a person's identity
- To communicate matters relating to the Trust or the Academy to pupils and/or parents
- To enable payments to be made by parents to the Academy
- To aid in the prevention and detection of crime on Trust sites

Sometimes we need permission to use personal information. This includes taking pictures or videos of pupils to be used on our website or in the newspaper. Before we do these things we will ask permission from a pupil or if necessary from their Parents.

Why do we use special category personal data?

We may need to use the information about pupils which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide equal opportunities and treatment. We will also use this information where we have been given permission to do so.

There may also be circumstances where we need to use personal information in relation to legal claims, or to protect the vital interests of a pupil or Parent where it is not possible to seek consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold information in relation to our pupils?

We will hold personal information relating to pupils and Parents only for as long as necessary. How long we need to hold on to any personal information will depend on the type of information. Where a pupil changes school we will usually pass personal information to the new school or Academy.

Who will we share pupil information with?

We may give personal information to:

- Other schools or educational institutions a pupil may attend or require support from or Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or Education and Skills Funding Agency (EFSA) in compliance with legal obligations of the Academy or Trust to provide information about Pupils and Parents as part of statutory data collections
- Contractors, to enable them to provide an effective service to the Academy, such as Academy meal providers, payment processing providers or external tutors
- The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>
- Local authorities may share information that we are required to provide to them with other organisations. For further information about your Local Authority's data sharing process, please visit the relevant authority using the contact information below:

Warwickshire Local Authority

<https://www.warwickshire.gov.uk/dataprotectionact>

Contact details for Warwickshire local authority can be found at:

<https://www.warwickshire.gov.uk/>

Coventry Local Authority

http://www.coventry.gov.uk/info/11/strategies_plans_and_policies/828/requesting_personal_information/1

Contact details for Coventry local authority can be found at:

<http://www.coventry.gov.uk/>

Keeping this information safe

It is very important that only people who need to use personal information can see it. The Academy keeps personal information safe by following the procedures detailed in the Data Protection policy for the Academy.

Individual rights in relation to personal information

Parents and, in some cases, pupils have the right to request access to personal data that we hold about them, subject to a number of exceptions. In responding to a request we will endeavour to do this in a timely manner within the legal time limit allowed. However, during school holidays please be aware that this may become more difficult. To make a request for access to your personal data, you should contact the Academy Headteacher or the Data Protection Officer for the Trust using the details below.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

In certain circumstances, Pupils and Parents may also have the right to:

- Object to what we are doing with their information
- Have inaccurate or incomplete information about them amended
- Ask us to stop doing certain things with their information in some cases
- Ask that decisions about them are not made using automatic systems
- Claim against the Academy in certain circumstances where they have suffered as a result of the Academy breaching their data protection rights

In order to do any of the above, please contact the Academy Headteacher or the Data Protection Officer for the Multi Academy Trust. The Academy does not have to meet all of these requests and we will confirm where we are unable to do so.

Concerns

If you are concerned about how we are using your personal information, then please contact the Headteacher or Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer
The Diocese of Coventry Multi Academy Trust
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Rugby
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