

UK General Data Protection Regulation Privacy Notice

Cannon Park Primary School

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 is to be processed. Cannon Park Primary School, Bransford Avenue, Coventry, CV4 7PS, email admin@cannonpark.coventry.sch.uk Telephone 02476 414683

Sarah Harriott 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 976928 or sarah.harriott@coventry.gov.uk Their role is to oversee and monitor the School's data protection procedures and to ensure they are compliant with data protection legislation.

The School's registration as a data controller is Z4688811

2. Why do we collect and use your information?

The School has a 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 UK GDPR and applicable domestic law, including those in relation to the following:

- Article 6 and Article 9 of the UK General Data Protection Regulation
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulation 2013
- Academy requirements set out in the funding agreement

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 / handle complaints
- To comply with the law regarding data sharing
- To safeguard pupils
- To ensure everyone is treated fairly and equally
- To celebrate pupil achievements
- To provide parents with reports and additional information
- To conduct research or analysis and/or provide statistical reports

- 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, 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 for safeguarding purposes
- 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, <http://www.cannonpark.coventry.sch.uk/gdpr/> 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 and details relating to this
- 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 and any other establishment may provide the school information about the child/parents directly.

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 processor who abides by a contractual agreement. Where the School uses a processor, the same data protection standards that the School upholds are imposed on the processor.

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 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**.

<http://www.cannonpark.coventry.sch.uk/gdpr/>

6. Will my information be shared?

•Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. <maintained schools>

•Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

- Occupational health services
- Her Majesty's Revenue and Customs
- Payroll, Pensions & Employee Benefits Service Centre
- Recruitment
- HR Provider - Threesixty HR Ltd
- Pension services – Local Government Pension Scheme / Teachers Pension Scheme
- Disclosure and Barring Service
- Department of Work and Pensions

- Court Services
- National Fraud Initiative
- Trade Unions
- We may need to share your data with an official authority such as the police for the prevention and detection of crime.

If our workforce fail to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations.

We do not transfer your data outside the UK and EU.

7. What are your rights?

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.
- 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.
- Request that your personal data is transferred to another controller in an electronic format.
- Where your data is processed by automated means, you have the right to request that this is completed with human intervention.
- Object to your personal data being processed.
- 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.

1. What data is collected on this site?

Cookies Policy

The School is committed to providing you with the best online experience while visiting our website(s). As part of this process, we use standard third party cookies to collect data about your behaviour online while you are on our sites, and we also track information about the number of

times our site is visited and the number of people who return to our site. We track all information as a whole and therefore we do not collect any personal information about you as an individual. Cookies are not computer programs and cannot contain viruses. For more information on how they work please follow this link: <https://www.cookie-law.org/the-cookie-law/>

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 to track your behaviour online and gain statistical information in the following ways:

- We track the number of visits to our website, where each visitor came from (i.e. the site visited prior to coming to our sites) and where each visitor goes to from our site (the next site visited after ours).
- We store cookies on your **PC for no longer than 6 months.**
- If you share your computer, we advise that you select the 'Don't remember my details' option when you sign out of your account for your own account security. This will remove all details from the cookie. **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.** However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

9. 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

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

Cookies

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

ICO

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

10. Changes to our privacy notice

We keep our privacy notice under review and we will place any updates on this webpage. This privacy notice was last updated in April 2022.

Appendix 1

In addition to the organisations mentioned above, we also use 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	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, Pay360	Provision of payments within school, electronic communications directly to parent email/phone	Public task duty
Basic identifiers (name, email of parent)	Class Dojo	Providing a learning journal for pupils	Public task duty
Basic identifiers, plus behaviour information	CPOMS	Logging pupil behaviour information	Public task duty
Basic identifiers (pupil names)	Google classroom /Times Tables Rockstars /LbQ/Bug Club/White Rose/parents evening system	Providing pupils with learning online	Public task duty
Basic identifiers, DOB, SEN information, class, attainment and assessment information	O'Track	Tracking pupil assessments	Legal obligation
Photographs	Braiswick	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 SchoolVouchers.com	Providing free school meal vouchers	Public task duty
All pupil/staff/parent information	Admin and Curriculum IT provider - LinkIT	Providing IT support to curriculum and admin	Legal Obligation Public task duty

All Pupil Staff parent information	Wonde	Data extraction service to allow accurate migration of information from the school's MIS to third party suppliers.	Public task
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	Edublogs	Provision of the school's webpage	Public task Consent for photographs
Additional services	Focus4Taps	Personal data from students and teachers participating in the project in the form of survey responses. Personal data will be shared from the school to Focus4Taps including name, gender, UPN, DOB, FSM eligibility. Data is needed in order to measure the potential impact of Focus4Taps in comparison to students who don't receive the programme	Public Task