



CORLEY ACADEMY

Inclusion Aspiration Perseverance Independence

Privacy Notice: Students, Parents & Carers

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1. What is a Privacy Notice?

A Privacy Notice informs individuals how an organisation uses any personal information that it holds about them. Organisations are required to publish this information by law. This Privacy Notice explains how Corley Academy processes (collects, stores, uses and shares) personal information about our students and their parents.

Corley Academy is a '**DATA CONTROLLER**'. This means that we are responsible for **HOW** and **WHY** the personal information of students and parents is processed.

Corley Academy is registered as part of Thrive Education Trust with the Information Commissioner's Office (ICO).

2. Introduction

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about **pupils at our school**, like you.

Our trust, Thrive Education Partnership, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

3. The personal data we hold

3.1. What is Personal Information?

Personal information is factual details about an individual, which can identify who that individual is.

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – such as other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use school computers and other IT and communications systems

As a school we may also need to process 'Special category' personal information that reveals 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,

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your racial or ethnic origin, political opinions, religious or philosophical beliefs,
- data concerning health or data concerning a person's sexual orientation.
- Data about your Special Educational Needs
- Information about any medical conditions you have
- Photographs and CCTV images

3.2. What personal information do we process about our students and their parents?

The student and parent information that we collect, hold and share includes the following:

- Students' personal information such as name, date of birth, unique pupil number and home address
- Student characteristics such as ethnicity, language and whether they are eligible for free school meals
- Attendance information such as sessions attended, number of absences and the reasons for absence
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions and/or behavioral 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
- Photographs for identification purposes
- CCTV images for safeguarding purposes
- Parent/carers names, addresses and contact information

4. Why we use this data

We use the data listed above to:

- to support student learning
- to safeguard pupils
- to monitor and report on student progress
- to be able to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for the prevention and detection of crime
- to obey the law
- to ensure that everyone is treated fairly and equally
- to celebrate your achievements
- to provide reports and additional information to parents/carers
- to provide non-academic services like counselling, career advise etc.
- Get in touch with you and your parents or carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Make sure our computers and other school systems and equipment are used appropriately, legally and safely

4.2. Use of your personal data in automated decision making and profiling

We don't currently put pupils' personal data through any automated decision making or profiling process. This means we don't make decisions about you using only computers, without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

4.3. Use of your personal data for filtering and monitoring purposes

While you're in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws
- Comply with our policies (e.g. child protection policy, IT acceptable use policy)
- Keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s)
- Protect your welfare

5. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Where you've agreed that we're allowed to use your information ('given consent'), you may take this back at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

5.2. Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have got your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

6. Collecting this data

While most of the information we collect about you is mandatory (i.e. you have to give us the information), there is some information that you can choose whether or not to give us.

Whenever we want to collect information from you/ parents/carers, we make it clear whether you have to give us this information (and if so, what the possible consequences are of not doing that), or whether you have a choice.

When information is being provided for the student the parent/carer must have parental responsibility

Most of the data we hold about you will come from you or your parents, but we may also hold data about you from:

- Local councils
- Health professionals
- Prospects (Careers advice service)
- Government departments or agencies
- Police forces, courts or tribunals

7. How we store this data

We keep personal information about you while you're attending our school. We may also keep it after you stop attending our school, if this is necessary. Our retention schedule sets out how long we keep information about pupils. This is available on the school website or you can request a copy from the school office.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed, or disclosed (given or told to someone else).

We'll dispose of your personal data securely when we no longer need it.

8. Who we share data with

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 school routinely shares your information with:

- Your destination upon leaving the school (College or a new school)
- The Local Authority (Coventry City Council, Warwickshire County Council or Solihull Borough Council)
- The National Health Service
- The Department of Education
- Ofsted
- Prospects (Shaw Trust) our careers advisory service

- On line homework and revision help sites
- Work placement and/or Work Related Learning providers
- External agencies where parents/carers have agreed for them to work with their child
- Authorities in relation to the prevention of crime
- Suppliers and service providers to enable them to provide the service we have contracted them for. Further info Appendix a
- The Duke of Edinburgh Scheme

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

8.2. National Pupil Database

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

9. Transferring data internationally

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

10. Your rights

10.1. How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

10.2. Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

11. Complaints

We take any complaints about how we collect and use personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12. Contact us

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data. Wish to make a Subject Access request or report an incident we request that you raise your concern with Mandy Wilkinson: m.wilkinson@corley.thrive.ac@thrive. in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the school please contact our

Data Protection Officer:	Judicium Consulting Limited
Address:	72 Cannon Street, London, EC4N 6AE
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk
Lead Contact:	Craig Stilwell

13. Appendix A

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.	Arbor CPoms	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, email address.	Arbor	Provision of payments within school, electronic communications directly to parent email/phone	Public task duty
Basic identifiers, plus behaviour information	Arbor	Logging pupil behaviour information	Public task duty
Basic identifiers (pupil names, date of birth)	GCSE Pod Accelerated Reader Mymaths GL Assessment E-Visit	Providing pupils with learning online. E-visit to record educational visit attendance and related risk assessments	Public task duty
Basic identifiers, DOB, SEN information, class, attainment and assessment information	Cornerstones GL Assessments	Tracking pupil assessments	Legal obligation
Basic identifiers for parents (name/email)	Wonde	Providing free school meal vouchers	Public task duty
All pupil/staff/parent information	Coventry City Council ICT Department	Providing IT support to	Legal Obligation

		curriculum and admin	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	EReception signing in system. SCR online site	Stores information of those on the school site	Legal obligation Public task duty
All Pupil Staff Parent information	Microsoft Applications: Outlook 365 OneDrive SharePoint Microsoft Forms	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 student details, access arrangements	Examination Bodies	Enrolment for examinations	Legal Obligation
Basic identifiers, DOB, SEN information, class, attainment and assessment information	Coventry City Council (WRL) Work Experience Providers Work Related learning providers	Provision of off site education and learning.	Legal Obligation

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, Sporty Minds	Provision of off site education and learning.	Public task duty Safeguarding
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