



Privacy Notice

Date of Last Review: October 2020, UPDATED April 2021

Frequency of Review: 2 years, or earlier as required

Approved by: Headteacher

Date of Next Review: October 2022



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

Who are we?

President Kennedy School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes. President Kennedy School is a member as an academy, part of The Futures Trust a multi academy trust.

The Futures Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA154781

You can contact the school as the Data Controller in writing:

By email to: reception@pks.coventry.sch.uk

By post to: The Data Controller, President Kennedy School, Rookery Lane,
Coventry, CV6 4GL.

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 students 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 students and parents?

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

- Personal information including a student'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 students' 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.
- CCTV images captured in school.
- Photographs.

Why do we use personal information?

We use student data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Safeguard students
- Administer admissions waiting lists
- **To share medical information with relevant school staff and public health agencies.**



Collecting student information

Whilst the majority of student 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 student 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.

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- All local authorities – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- The student's family and representatives
- **Relevant School Staff (e.g. Medical and Safeguarding information)**
- Educators and examining bodies
- Our regulator (e.g. DfE, the Education Skills and Funding Agency (ESFA), ICO, Charity Commission)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities



- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Universities and teacher training bodies
- Schools that students attend after leaving us
- Educational institutions including schools, academies, colleges and other further education establishments

1) To comply with the law

We collect and use general purpose student information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to this 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 detailed in this document.

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.

For example, with the emergency services or **relevant School staff (Teachers/First Aiders)**.



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.

For example, photographs, health information for school trips and vaccinations.

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 students are properly educated and supported.

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 student information with:

- All local authorities – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- **Relevant School Staff (e.g. Medical and Safeguarding information)**
- Our regulator (e.g. DfE, the Education Skills and Funding Agency (ESFA), ICO, Charity Commission)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Universities and teacher training bodies
- Schools that students attend after leaving us
- Educational institutions including schools, academies, colleges and other further education establishments.

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



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>.

NHS Test and Trace/Public Health Agencies:

It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak. You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case by case basis.

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 students 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 to:

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/make-a-complaint/>.

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
Special Education Needs Report	Children’s and Families Act 2014, section 69		Local Authority	Legal Obligation
Attendance register	Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11 and 12		OFSTED, Local Authority	Legal Obligation
Common Transfer file	Education (Pupil Registration)(England) Regulations 2005, Regulation 6		School pupil transfers to	Legal Obligation
Safeguarding information	Education Act 2002, section 175 Children’s Act 1989, Section 17, 47, 83. Children’s Act 2004, Section 11		Local Authority	Legal Obligation
Admissions Register	Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11, 14 and 15		OFSTED, Local Authority	Legal Obligation
Curricular Record including Assessment and achievement data	Education (Pupil Information) (England) Regulations 2005, Regulation 4		OFSTED, Local School. Local Authority	Legal Obligation
Educational Record	Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6		Parents, Local school	Legal Obligation

Information Type	Relevant legislation	Special Category–additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Information i.e name, age address, Emergency contact details	Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5		Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
Medical / Dietary / allergies		Necessary for preventative or occupational medicine	Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
School Census	Education Act 1996, Sections 537 & 537A, and accompanying regulations		Department of Education	Legal Obligation
Staff information, including personal details, DBS check, qualifications	Education Act 2005, section 114		Secretary of State, Coventry City Council, Disclosure and Barring Service	Legal Obligation

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 Relevant School staff i.e. Teachers/First Aiders	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, Media	Consent of the individual to whom that information belongs
Parent Mobile Number		ParentPay online payment system	Consent of the individual to whom that information belongs
Parent email address		ParentPay online payment system	Consent of the individual to whom that information belongs

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, child’s first language, Parent detail, Emergency contact details		Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
FSM entitlement (including information relating to parental income and receipt of benefits)		Department for Education – Local authority	Legal Obligation Education Act 1986, section 512 – requirement to provide free school meals if the student is eligible
Registration/Year Group		ParentPay online payment system	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
Academic Progress data Learning journals, staff observations, Exclusion information, Behaviour information, Attendance information (including details of absence and unauthorised absence)		OFSTED, Parents, Health such as Speech and Language	Public Task & Legal Obligation
Dietary restrictions and allergies		ParentPay online payment system	Consent of the individual to whom that information belongs
Medical information including allergies	Necessary for preventative or occupational medicine	Local Authority, Health, Coventry School Health and Wellbeing Service, Relevant School staff , Parents	Legal Obligation Performance of a public task
Special Educational Needs documentation including SEND provision, Personal Learning Plans, Education, Health and Care Plans, reports from external agencies		Local Authority, other schools to which a student transfers	Performance of a public task
Name		Public Health NHS Test and Trace	Public task
Date of Birth		Public Health NHS Test and Trace	Public task
Year Group		Public Health NHS Test and Trace	Public task
Parent contact number		Public Health NHS Test and Trace	Public task
Results of COVID-19 testing	Necessary for reasons of public health	Public Health NHS Test and Trace	Public task
Name		NHS Test and Trace	Public task
Contact details		NHS Test and Trace	Public task



Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Educational, Medical and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children.			

Table 5 – Details of the type of information processing that we may undertake.

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
CCTV Images		Police	Performance of a Public Task and Legitimate Interest.