

# Coventry City Council (CCC) Privacy Notice for Coventry Extended Learning Centre – Parents and carers (use of your child's personal data)

**Coventry City Council** Complies with the Data Protection Act and the GDPR and is registered with the Information Commissioners Office (ICO) as a Data Controller. This Privacy Notice explains how personal information is going to be used, what for, who it will be shared with and why.

## Why we collect and use Personal Data about your child

We collect and use Personal data to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Carry out research
- g) Comply with the law regarding data sharing

Our lawful basis for processing your personal data are as follows:-

- in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school
- in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. This might include the processing of special category data, in line with paragraph 18 of Schedule 1 of the DPA to safeguard children and individuals at risk.

Where you have given us consent to do so, we may send you marketing information and carry out research by e mail or text promoting school events, campaigns, charitable causes or services that may interest you. You can withdraw your consent or 'opt' out of receiving these e mails and or/texts at any time by contacting us.

## What information do we collect about you?

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests

- Pupil and curricular records

Exclusion information

- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

Any medical conditions we need to be aware of, including physical and mental health

Photographs and CCTV images captured in school

- Characteristics, such as ethnic background or special educational needs

## Who we share your child's Personal Data with

We will share data with:

- Coventry City Council Education and Social Services Departments – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Department for Education
- Our youth support services provider
- Ofsted
- Suppliers and service providers:
  - E.g. Outdoor Education, Work Related Learning Providers
- Financial organisations
- 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
- National Pupil Database

## We also get information about you shared with us by other organisations:

- Your child's previous school

- Your child's new school
- Other Coventry City Council departments
- Department for Education

## How long will we keep your child's information?

We keep personal information about you while your child is attending our school. We will retain it as a digital only record beyond your attendance at our school, until you reach age 26. All paper records will be disposed of securely when they are no longer needed.

## Your Rights

You have the right to:

1. Ask to see the personal information we hold about you
2. Withdraw consent (see below)
3. Ask us to change information we hold about you if it is wrong
4. Ask us to delete the information we hold about you
5. Ask us to limit the way we use your personal Information
6. Ask for human intervention regarding decisions made about you by a computer
7. Data portability (have your data transferred to another Authority)
8. Complain to the Information Commissioner's Office

To exercise any of these rights please contact the **Coventry Extended Learning Centre** by email **[celc@coventry.gov.uk](mailto:celc@coventry.gov.uk)**

## Withdrawal of Consent

Where personal data is processed on the basis of consent, you will have the right to withdraw that consent. However, Coventry Extended Learning Centre process personal data that it is necessary to do so in order to comply with our legal obligations and to enable us to perform tasks carried out in the public interest.

## Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the council regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision. [dpoteam@coventry.gov.uk](mailto:dpoteam@coventry.gov.uk)

If you are not satisfied with any outcome from the DPO you may wish to apply to the Information Commissioners Office at:

The Information Commissioners Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.