

General Data Protection Regulations Students' Privacy Notice

Sherbourne Fields School

1. Who processes your information?

The School is the data controller of the personal information you provide to us which means the school decides why and how personal information belonging to you and your family is used, stored and deleted. The School's address and contact details are **Sherbourne Fields School, Rowington Close, Coventry. CV6 1PR. 02476 591501.**

In some cases, your information may be passed to an organisation that will process your information on behalf of the school; however, this will only be done with your permission, unless the law requires the school to share your data and we have an agreement in place with that processor. Where the school passes on your information, safeguards will be in place.

Jessica Sweet acts as a representative in the form of Data Protection Officer for the school; they can be contacted on 02476831068 or Jessica.Sweet@coventry.gov.uk. Their role is to oversee and monitor the school's data protection procedures and to make sure they are in line with the General Data Protection Regulations.

The school's registration as a data controller is **Z7581673**

2. Why do we collect and use your information?

The School is allowed to collect and use personal data relating to you, your family and we may also receive information regarding you from your previous school, Local Authority and/or the Department of Education. We collect and use personal data in order to make sure we are following the General Data Protection Regulations and UK law.

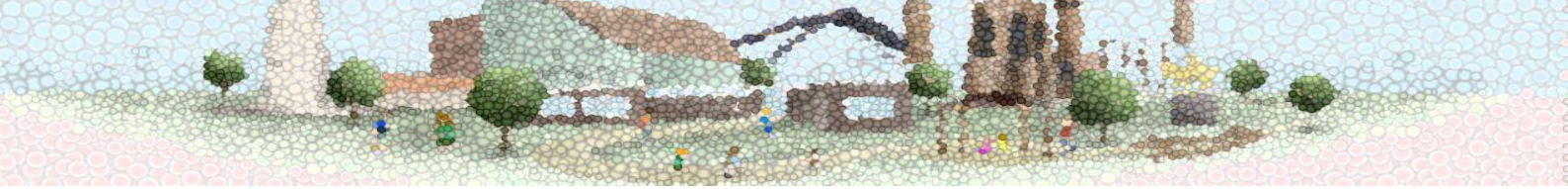
We collect your information in order to:

- To support your learning
- To monitor and report on your progress
- To provide non-academic services like counselling
- To make sure we are doing our best as a school
- To obey the law
- To make sure you are safe

3. Which data is collected?

We collect this information from you:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and whether you can have free school meal
- Attendance information – e.g. absences and absence reasons
- Assessment information – e.g. exam results
- Relevant medical information
- Educational needs/support
- Behavioural information – e.g. exclusions



When collecting your information, the school will let you know whether you have to provide this data or if your permission (also called 'consent') is needed. The school will provide you with all the information you need to make a decision as to whether you want to share that data.

4. Who can access this data?

We keep your information as secure as possible. In order to stop those who do not have permission from using your information, we have put in place safeguards like passwords, locks and making sure everyone is aware of their duty to protect information we collect. The electronic data that we collect from you will be sent to, and stored by, an outside software provider. We will have a written agreement in place with this provider.

School staff are limited only to the information they need to perform their duties. For example; the Headteacher will have access to all information, whereas teaching assistants will only have access to information relating to their classes. Electronic data will be password protected and paper files containing personal data will be securely stored.

5. How long is your data stored for?

The School follows a Data Protection Policy and Record Retention Schedule which can be found on our website: www.sherbournefields.co.uk. This will tell you exactly how long we keep personal information for.

6. Will my information be shared?

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 Department of Education may share information about you from the National Pupil Database with other organisations who promote the education or wellbeing of children in England by:

- Creating research
- Producing statistics
- Providing information, advice or guidance.

The Department of Education has strong measures in place to ensure the confidentiality of any data shared from the NDP is maintained.

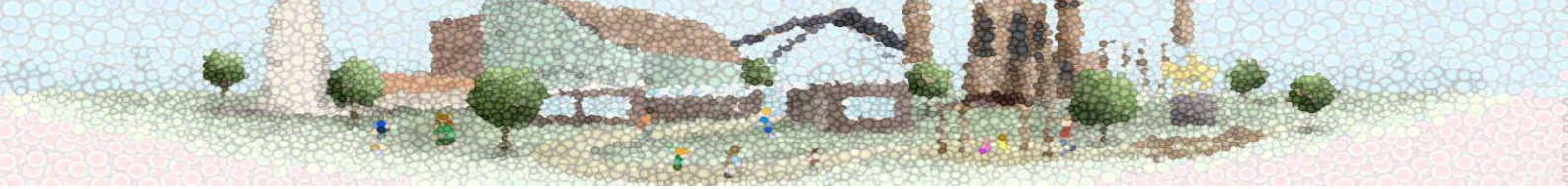
The school routinely shares your information with:

- Your destination upon leaving the school (like College/University/a new school)
- The Local Authority (e.g. Coventry City Council)
- The National Health Service (NHS)
- The Department of Education
- Ofsted

Youth support services

Pupils aged 13+

Once you reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services.



This enables them to provide services as follows:

- youth support services
- careers advisers

Your parent or guardian can ask that **only** your name, address and date of birth is passed to the local authority or provider of youth support services by informing us. You can request this once you reach the age 16.

Pupils aged 16+

We will also share certain information about you if you are aged 16+ with our local authority and / or provider of youth support services.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

7. What are your rights?

You have the right to:

- Be told about how the School uses your personal data
- Ask to see or have a copy of your personal data
- Ask that your personal data is changed if it is not right. If you believe that any of your information is incorrect, please contact us
- Ask that your personal data is deleted where there is no reason for us to hold it any longer
- Ask that the processing of your data is limited when possible
- Say no to your personal data being used in some circumstances
- If we rely on your consent, you have the right to withdraw this consent at any time

Information Commissioner's Office (ICO)

If you are worried 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.

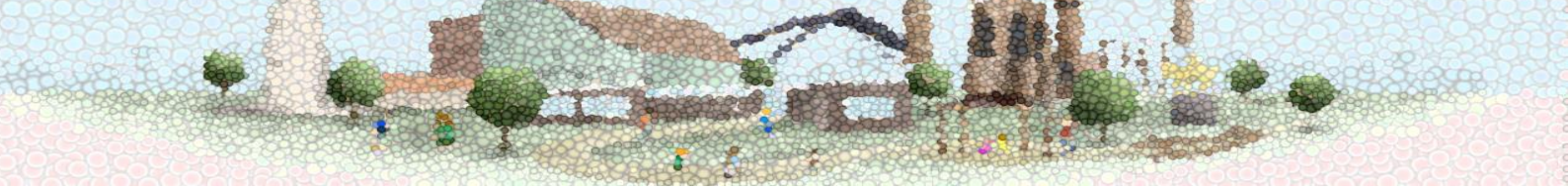
8. What data is collected on this site?

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 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. Cookies are not computer programs and cannot contain viruses. For more information on how they work please follow this link:

<http://www.google.co.uk/policies/technologies/cookies/>

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 such as **Google Analytics** to track your behaviour online and gain statistical information in the following ways:

- We track the number of visits to our website
- We store a cookie on your **PC for 2 years** which is linked to your IP address this allows us to track whether you return to our site.
- If you share your computer, we advise that you select the 'Don't remember my details.'
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.

If you wish to learn more about cookies in general and how to manage them, visit

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

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

Google ([see how Google uses cookies and why](#))

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.

10. Changes to our privacy policy

We keep our privacy policy under review and we will place any updates on this webpage. This privacy policy was last updated in May 2018.