



# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

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## Privacy notice for pupils

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## 1. Introduction

Under UK data protection law, you have a legal right to be informed about how our school uses any personal information that we hold about you.

This privacy notice explains how we collect, store and use personal data about **you**.

We, The Coopers' Company and Coborn School, St. Mary's Lane, Upminster, Essex RM143HS are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mrs Marie-Jose Harris and deputy data protection officer is Mr Robert Bell (see 'Contact us' below).

## 2. The personal data we hold

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, and unique pupil number
- 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
- Biometrics

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:

- Any medical conditions we need to be aware of, including doctor's information, physical and mental health, allergies, medication and dietary requirements.
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs

We may also hold data about you that we have received from other organisations, including other schools and social services.

### 3. Why we use this data

We use the data listed above to:

- a) Check how you're doing in exams and work out if you or your teachers need additional support
- b) Track how well the school as a whole is performing which is a statutory requirement by the department for education
- c) Provide appropriate pastoral care
- d) Assess the quality of our services
- e) To keep you safe
- f) To enable you to use cashless catering

#### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time.

#### 3.2 Use of your personal data in automated decision making and profiling

(That is making decisions solely by automated means without any human involvement or evaluating certain things about an individual through those means.)

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### 4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- We need to process data to carry out a task in the public interest (in order to provide you with an education)
- We need to comply with the law.

- We will obtain consent from you, if you are over the age of 12 or your parent to use your personal data
- We will use this personal data to protect your interests (or someone else's)
- We need to process personal data to fulfil a contract with you
- Where there's a minimal privacy impact and we have a compelling reason.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **4.1 Our basis for using special category data**

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

- We have obtained your explicit consent if you are over the age of 12 or your parent's explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to 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 data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 obtained 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 manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **5. Collecting this data**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## 6. How we store this data

We keep personal information about you while you are at this school. We may also keep it after you have left, where we are required to do so by law. Our record retention schedule sets out how long we keep information about pupils.

Our Record Retention Schedule can be obtained from Mrs L Evans in the School Office.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

## 7. Who we share data with

We do not share information about you child 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 UK data protection law), we may share personal information about you with:

- Our local authority Havering – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our youth support services provider
- Our regulator, OFSTED
- Suppliers and service 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

### Why we routinely share pupil information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

#### Youth Support Services

##### Pupils aged 13+

We are legally required to pass on certain information about you to Havering Local Authority or youth support services in your area, as it has legal responsibilities regarding your education, specifically youth support services and careers advice.

Your parent or guardian can object to any information other than your name, address and date of birth being passed on.

### **Pupils aged 16+**

We also share certain information with Havering Local Authority or provider of youth support services as they have responsibilities in relation to your education or training up to the age of 19 as in addition to above also provide post 16 education and are training providers.

You, or your parent can object to any information other than your name, address and date of birth being passed on.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## **7.1 Transferring data internationally**

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## **8. Your rights**

### **8.1 How to access personal information that we hold about you**

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

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing 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, and any consequences of this
- Give you a copy of the information in an intelligible form

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

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

Once you reach the age of 12 (but this has to be considered on a case-by-case basis), we will need to obtain consent from you for your parent to make a subject access request on your behalf.

### 8.3 Your other rights regarding your data

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

- Object to our use of your personal data if it would cause harm or distress
- Stop it being used to send direct marketing
- Say that you don't want it used to make automated decisions (by a computer or machine, rather than by a person)
- Have inaccurate personal data corrected
- In certain circumstances, have the personal data deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

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

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

## 9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

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

## 10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection lead officer**:

1<sup>st</sup> point of contact:

Mrs Marie-Jose Harris (Assistant Head)

The Coopers' Company and Coborn School

St Mary's Lane

Upminster

Essex RM14 3HS

Email: [jha@cooperscoborn.co.uk](mailto:jha@cooperscoborn.co.uk)

Our **data protection lead** has day-to-day responsibility for data protection issues in our school.

2<sup>nd</sup> point of contact:

Mr Robert Bell (Deputy Head)

Email: [rbe@cooperscoborn.co.uk](mailto:rbe@cooperscoborn.co.uk)