

Coventry City Council (CCC) Privacy Notice for Coventry Extended Learning Centre – Parent and Carer 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 you

We collect and use your Personal data to:

- a) Report to you on your child's attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Carry out research
- g) Comply with our legal and statutory obligations

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 information that we collect you is:

- Contact details and contact preferences
- Details of your family circumstances
- Details of any safeguarding information including court orders and professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Language information
- Any health conditions you have made us aware of

- Photographs and CCTV images captured in school

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

Who we share your Personal Data with

We will share data with:

- Department for Education
- Transport providers
- Benefits Agency
- Health and Social welfare organisations
- Police
- Courts
- Governors

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

- Other Coventry City Council departments
- Department for Education

How long will we keep your information?

We keep personal information about you while your son or daughter is attending our school. We will retain it as a digital only record beyond their attendance at our school, until they 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 Education Service** by e-mail 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

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.

Date of last review: September 2023