



CBS Privacy Notice 2017-2018

Coombe Secondary Schools Academy Trust

Equality Analysis Impact

Title of Policy: **Privacy Notice**

Considered at Governors' Committee meeting: **Curriculum**

Date: **Reviewed: July 2017: Next Review: Summer 2018**

Is there relevance to equality?

- | | | |
|---|--|-----------|
| 1 | Does the policy have an adverse effect on employees, students or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3. | No |
| 2 | Does the policy have an adverse effect upon a group with protected characteristics? (Age, Disability, Gender reassignment, Marriage/Civil partnership, Pregnancy/Maternity, Race, Religion or belief, Sex, Sexual orientation) | No |
| 3 | Does the policy affect one or more of the equality objectives set by the school? (Please refer to the Equality Policy) | No |

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting.

Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.

Privacy Notice

Data Protection Act 1998: How we use your information

We process personal information relating to our students and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service.

We hold this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our students that we hold will include their contact details, *parent(s)/carer(s)* details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required by law to pass some information about that we hold about students and parents/carers to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so, for example, where the Local Authority is required to provide a programme of assistance. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- a) our local authority at Kingston Upon Thames (Achieving for Children – Kingston) or
- b) the DfE website at Department for Education : www.education.gov.uk

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