

Privacy Notice

Schools' Privacy Notice for Pupils

Who is collecting information?

Coombe Girls' School, Coombe Boys' School and Knollmead Primary School are part of the Coombe Academy Trust. For the purposes of Data Protection law, the Coombe Academy Trust is the Data Controller. This means it is in charge of personal information about our pupils and their families.

The postal address of the Coombe Academy Trust is:

Coombe Boys' School,
College Gardens,
New Malden.
Surrey
KT3 6NU

If you want to contact the Trust about your personal information you can contact our Data Protection Officer, Mrs Suzanne Dwyer. You can speak to her directly in school, leave a letter at Reception or send one, by post, or email dataprotection@coombe.org.uk.

In this policy 'we', 'us' and 'the Trust' mean the Coombe Academy Trust.

What information is collected?

The Trust collects and holds personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from other places too – like other schools, the local council and / or the Department for Education (DfE).

The Trust collects the following personal information on pupils

- Contact details
- Parent(s) / guardian(s) details
- National curriculum assessment results
- Attendance information
- Any exclusion information
- Where they go after they leave school
- Personal characteristics such as their ethnic group
- Any special educational needs they may have as well as relevant medical information.
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.
- We will also use photographs of pupils. More details about this are in our photograph policy

Our legal basis for collecting data:

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law, such as the duty to safeguard pupils
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Sometimes. We may also use your personal information where:

You, or your parents / carers have given us to use it in a certain way
We need to protect your interests (or someone else's interests)

Where we have got permission to use your data, you or your parents / carers may withdraw this at any time. We will make this clear when we ask permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

How is the information collected?

- Application forms
- Regular data collection forms
- The schools within the Trust generate data such as
 - attendance
 - progress and attainment
 - behaviour records
 - Purchases through ParentPay and in the canteen
- Medical forms
- Trip & activity consent forms
- Data transferred to us from other schools and organisations (e.g. local authorities, DfE, Learning Records Service, etc)

Why we use this data?

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you are doing in exams and work out whether you need any help or support
- Look after your well being
- Track how well the school as a whole is performing

Who will the information be shared with?

We do not share personal information about you with anyone outside the school without permission from you or your parents / carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you. The organisations the Trust may routinely share data with are:

- The Department for Education (including National Pupil Database) this is managed by the Department for Education and provides evidence on how schools are performing. You can look at the database yourself at : <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- Local authorities - Kingston: <https://achievingforchildren.org.uk/wp-content/uploads/2016/09/2015-Information-Sharing-Policy.pdf>
- Your new school or college, if you move schools
- Disclosures connected with SEN support – e.g. The SEN and Disabilities Integrated Service, Merton, Jigsaw
- School nurse
- School counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Any other organisations where the disclosure is in the pupils' interest e.g Youth support Services

How long we keep your information

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left, where we are required to by law. We have a Records Management and Retention Policy which sets out how long we must keep information about pupils. You can find the policy on the Trust website or ask for a copy at reception.

Your rights

You have the following rights under the data protection laws:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

- Subject Access Requests. We will respond to Subject access requests as long as we judge that you can properly understand your rights and what they mean. This will be done in a timely manner, but please be aware that during school holidays this may become more difficult.

There is more information in our Data Protection Policy or you can ask Mrs Suzanne Dwyer. You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113