



# Cotham School Privacy Notice

## Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students. We, Cotham School, Cotham Lawn Road, Bristol, BS6 6DT are the 'data controller' for the purposes of data protection law.

Our data protection officer is i-West part of Bath & North East Somerset Council's trading arm (One West) and is contactable via the email address: [i-West@bathnes.gov.uk](mailto:i-West@bathnes.gov.uk).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as eligibility for free school meals, or special educational needs
- Special category personal information such as:
  - ◆ racial or ethnic origin
  - ◆ political opinions
  - ◆ religious or philosophical beliefs
  - ◆ trade-union membership
  - ◆ genetic information
  - ◆ health matters (for example, medical information)
  - ◆ sexual matters or sexual orientation
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the UK GDPR.

The Article 9 grounds which we may rely on to process special category data include:

- Legal obligation
- Substantial public interest including:
  - Statutory and government purposes
  - Equality of opportunity or treatment

- Preventing and detecting unlawful acts
- Preventing fraud
- Public Health
- Safeguarding
- Support for individuals with a particular disability or medical condition
- To maintain your vital interests where you cannot give consent – e.g. medical emergency

Further details about how the school complies with data protection legislation with regards the processing of Special Category data can be found in the school's Data Protection Policy.

### **Collecting this information**

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

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Our Records Management Policy sets out how long we keep information about students. Our Data Protection Policy sets out how we handle data.

*If you would like a copy of either of these policies, then please contact the School directly to request them. Links to these documents can be found on our website.*

### **Data sharing**

We do not share information about students 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 data protection law) we may share personal information about students with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education – to meet our legal obligation to share certain information with it, such as student census information and financial submissions*
- *The student's family and representatives*
- *Educators and examining bodies – to enable them to provide examination services*
- *Our regulator -. Ofsted*

- *Suppliers and service providers – to enable them to provide the services we have legally contracted them to provide*
- *Financial organisations – to enable them to provide financial services and payments*
- *Our auditors – to meet our legal obligations*
- *Survey and research organisations – to enable them to carry out essential research but only where permission has been given*
- *Health authorities – to meet our legal obligations*
- *Security organisations*
- *Health and social welfare organisations – to meet our legal obligations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals – to meet our legal obligations*
- *Professional bodies*

## **National Pupil Database**

We are required to provide information about students 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 other organisations which promote children's education or wellbeing in England. Such organisations 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.

Additionally, the DfE provides a digital Education Record app that allows a Year 11 student to access their own educational information (including their school history, exam results, and support needs) to share with post-16 providers - [https://drive.google.com/file/d/1ZQC35IYDYxr4luclS9O0XhE\\_FpkV1jHt/view](https://drive.google.com/file/d/1ZQC35IYDYxr4luclS9O0XhE_FpkV1jHt/view)

## **Youth support services**

Once our students reach the age of 13, we are legally required to pass on certain information about them to Bristol City Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Bristol City Council for this purpose.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Parents and students' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request please contact Allison Crossland, the School's Business Manager.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Allison Crossland, the School's Business Manager to get a form which will need to be completed to apply for access. Formal photographic ID will be required before any information can be released.

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Seek resolution, either through the ICO, or through the courts.

## Complaints

### Complaints & the Information Commissioner's Office (ICO)

Cotham School is always seeking to implement best practice and strives for the highest standards. We operate an "open door" policy to discuss any concerns about the implementation of this policy or related issues. Our Complaints Policy can be found on our website here.

In accordance with requirements set out by the Data (Use and Access) Act (DUAA), individuals have the right to make a complaint to us about the way in which we process personal data. There is a right to complain if you feel that data has been shared without consent or lawful authority. You can complain if you have asked us to erase, rectify, or not process data and we have not agreed to your request.

There is also a right to make a complaint to the Information Commissioner (email: [casework@ico.org.uk](mailto:casework@ico.org.uk); helpline: 0303 123 1113; website: [www.ico.org.uk](http://www.ico.org.uk)) but complaints should be raised with us first by contacting our Compliance, Information and Governance Officer at [governanceprofessional@cotham.bristol.sch.uk](mailto:governanceprofessional@cotham.bristol.sch.uk).

Please see Appendix 3 of our Data Protection Policy for a Complaint Form. We will acknowledge your complaint within 30 days, respond without undue delay, keep you informed of progress during our investigation, and confirm the outcome once the investigation concludes.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Compliance, Information and Governance Officer at [governanceprofessional@cotham.bristol.sch.uk](mailto:governanceprofessional@cotham.bristol.sch.uk)