



Bursar & Clerk to the Governors
Coventry School Foundation
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See Distribution

10 September 2015

COVENTRY SCHOOL FOUNDATION - DATA PROTECTION NOTICE FOR PUPILS, PARENTS AND GUARDIANS

For the purposes of the Data Protection Act 1998 ("the DPA"), The Coventry School Foundation ("the Foundation") is the "data controller" of personal data about pupils and their parents and/or guardians ("your personal data").

Personal data processed by the School

Personal data processed by the Foundation includes contact details, national curriculum and other assessment results, attendance information, special educational needs, and images of pupils engaging in Foundation activities (and in relation to parents and/or guardians, may include financial information). The Foundation may also process sensitive personal data such as ethnic group, religious beliefs and relevant medical information. Your personal data will usually be collected directly from you, but some may be passed to the Foundation by third parties.

Purposes for which your data may be processed

Your personal data (including sensitive personal data, where appropriate) is processed by the Foundation strictly in accordance with the Data Protection Act in order to:

Support its pupils' teaching and learning;

Monitor and report on their progress;

Publish examination results

Provide appropriate pastoral care;

Assess how well the Foundation as a whole is doing;

Communicate with former pupils;

Monitor pupils' email communications, internet use for the purpose of ensuring compliance with the Foundation Rules, and strictly in accordance with the Foundation's Social Media Policy;

Where appropriate, promote the Foundation to prospective pupils (including through the Foundation's prospectus and website); and

Other reasonable purposes relating to the operation of the Foundation.



Your right to access your personal data

Pupils and their parents and/or guardians, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand his/her rights and to make an access request themselves if he/she wishes. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child or a pupil for whom you have parental responsibility, then please contact the Foundation in writing who will inform you of your rights under the Data Protection Act.

Third parties with whom the Foundation may need to share your personal data

From time to time the Foundation may pass your personal data (including sensitive personal data where appropriate) to third parties, including local authorities, other public authorities, independent Foundation bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals and the Foundation's professional advisers, who will process the data:

To enable the relevant authorities to monitor the Foundation's performance;

To compile statistical information (normally used on an anonymous basis);

To secure funding for the Foundation (and where relevant, on behalf of individual pupils);

To safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical and dental) care for pupils;

Where specifically requested by pupils and/or their parents or guardians;

Where necessary in connection with learning and extra-curricular activities undertaken by pupils;

To enable pupils to take part in national and other assessments and to monitor pupils' progress and educational needs;

To obtain appropriate professional advice and insurance for the Foundation;

Where a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied;

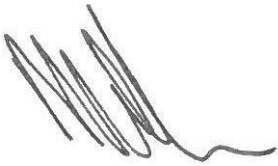
Otherwise where reasonably necessary for the operation of the Foundation.

The Foundation may also (unless you request otherwise) share personal data about former pupils with any association, society or club set up to establish or maintain relationships with alumni of the Foundation who may contact alumni from time to time by post, email and SMS about the Foundation and its activities.

All these are data controllers in respect of the personal data they receive, and must themselves comply with the Data Protection Act 1998. Further details of anticipated potential third party recipients are available from the Foundation on request.

Further questions

If you have any queries about this Notice or how personal data is processed by the Foundation, please contact the Bursar.

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form a stylized, somewhat abstract shape.

Mr Shaw
Bursar