



WeST Privacy Notice – Parents

General Data Protection Regulations (GDPR) 2016

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

The term 'parent' is used here as defined in section 576 of the Education Act 1996.

- A parent of a student
- Any person who is not a parent of a student but who has parental responsibility for the student
- Any person who has care of a student

Personal data is held by Coombe Dean School about parents of all students on roll. Coombe Dean School is a member of the Westcountry Schools Trust. Parent data assists in the smooth running of the school and is used to support student's learning.

The categories of parent information that we collect, hold and share include:

- Personal information (such as name, gender and address)
- Contact details (such as e-mail address, telephone number or place of work)

Why we collect and use this information

We use the data:

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the statutory requirements regarding reporting student attendance and progress
- to ensure that there is effective communication between school and home

The lawful basis on which we use this information

WeST Schools process parent information under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

<https://www.eugdpr.org/>

Collecting parent information

Whilst the majority of parent information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will

inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing parent data

WeST schools hold parent data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Headteacher if you would like more information about the retention periods being applied: office@coombedean.co.uk

Who we share parent information with

Schools use a range of trusted service providers to help support the smooth running of education systems. We routinely share parent information with:

- schools that the students attend after leaving us
- our local authority and approved LA partners
- Approved public service partners (NHS, Police, social services)
- Management Information Software suppliers and associated programmes such as Capita Business Services, ParentPay Ltd, EduKey Ltd, NetMedia Ltd, Groupcall Ltd.

Why we share parent information

We do not share information about our parents with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, staff aged 16 and over have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your request to the WeST Data Protection Officer. Details of how to do this, along with the request form can be found on the Coombe Dean School website via the following link:

<https://www.coombedean.co.uk/wp-content/uploads/2018/06/Coombe-Dean-School-Subject-Access-Request.pdf>

Data subject rights

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: office@coombedean.co.uk

Mr Marcus Pasmore, WeST Data Protection Officer: DPO-WeST@westst.org.uk