

## Privacy Notice

for parents and carers

The Compass Partnership of Schools trading as Compass Eko Trust is a Data Controller as defined in the United Kingdom General Data Protection Regulations (UK GDPR). We collect personal information about you and your child, and may receive information about your child from third parties such as: your child's previous educational setting, Children's Services, NHS Trusts/other health care providers.

### **Why we collect and use this information:**

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- Monitoring the use of the Trust's IT and communication systems in accordance with the Trust IT policy
- To meet any legal duties placed on us by the Department for Education
- Legal and regulatory purposes (for example child protection and health and safety) and to comply with legal obligations and duties of care;
- To comply with the law regarding data processing and sharing

## The lawful basis on which we process this information

The lawful bases for processing are set out in Article 6 of the UK GDPR. We ensure that at least one of these lawful bases apply before we collect and process yours or your child's personal information:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for us to comply with the law.
- **Vital interests:** the processing is necessary to protect you child's wellbeing.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

## Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the United Kingdom General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

The categories of pupil information we collect and hold include:

- Personal Information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as days attended, number of absences and reasons for absence)
- Assessment information
- Relevant medical information
- Special educational needs information
- Behaviour and internal/external exclusion information
- CCTV footage
- Safeguarding and welfare information
- Photographs
- Information about the use of our IT, communications and other systems

- Records of communication
- Your name and contact details

### **Storing this information**

We will safely and securely store your and your child's personal information for a specified length of time (retention period). These retention periods are defined in our Data Protection Policy, available from our website ([compass-partnership.uk](http://compass-partnership.uk)). We will also inform you of the retention period when we ask you for the data.

### **Who do we share this information with?**

We do not share information about you or your child with anyone without consent, unless the law and our policies allow us to do so.

We are required by law to pass some information about you and your child to the Department for Education (DfE), the Local Authority and welfare services, and we also engage external organisations in order to give your child the best possible pastoral provision.

We also routinely share information about your child with the NHS and other health and social services in order for them to protect the vital interests of your child.

We will also pass your child's records to their new school should they move to a new school or at the point of secondary transfer.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [dpo@compassps.uk](mailto:dpo@compassps.uk)

You also have the right to:

- Obtain a copy of any data we hold about you or your child for your own purposes
- be informed about the collection and use of your personal data.
- object to processing of personal data that is
  - processed based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)

- for the purpose of direct marketing
- processed for purposes of research and statistics
- in certain circumstances, have inaccurate or unnecessary personal data rectified, blocked, erased or destroyed, or to restrict the processing of this data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact

[dpo@compassps.uk](mailto:dpo@compassps.uk)