

Dear Parents

DATA PROTECTION FAIR PROCESSING NOTICE

Privacy Notice – General Data Protection Regulation 2018

Pattison College is the data controller for the purposes of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, Coventry Council and the Learning Records Service. We hold this personal data and use/share it to:

- Support pupils' teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Contribute to improving pupil health and reducing inequalities
- Undertake statistical forecasting and planning; and
- Assess how well Pattison College is performing.

This information includes parental contact details, national curriculum assessment results, attendance information modes of travel and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

The school is protected by CCTV in all public spaces but not in toilet cubicles or changing areas.

If we have received your permission, then we may store and share photographs or video for use in our news stories, on our website or prospectus. We use biometric data to allow you access to buildings for authorised persons only.

If pupils are enrolling for post 14 qualifications, then the school will be provided with a pupil unique learner number (ULN) by the Learning Records Service and the school may also obtain from them details of any learning or qualifications that have been undertaken.

We collect and use this information in order to meet the school's legitimate interest in providing an education, safeguarding pupil welfare and in ensuring that the school complies with its legal obligations. Whilst most of the information provided is mandatory, we rely on consent to use some data including photographs, video and biometric data.

We will not give information about pupils, parents or guardians to anyone outside the school without their consent unless the law allows us to.

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information or be given access to your child's educational record please contact the school office. Our privacy notice can be found here http://www.pattisons.co.uk/document_downloads/documents/4.PupilPrivacyNotice6thMay2018.pdf

Another aspect of the Data Protection Act is to do with taking photographs of pupils. We are sometimes featured in dance magazines and local newspapers, and will be unable to use photographs of pupils if we have not had permission from parents to do so.

Could I therefore please ask you to complete the reply slip below stating whether or not you give permission for your son or daughter to be photographed in future should the occasion arise, for our own records - school trips etc- the school website - and occasionally publications such as the Coventry Evening Telegraph. For your information children's names are never used with photographs on the school website.

Thank you for your help in this matter. If you should have any queries concerning this letter please do not hesitate to contact the school office.

Yours sincerely

Mrs E McConnell

DATA PROTECTION ACT

Name of Pupil _____

I _____ (parent/guardian) confirm that I have received the letter concerning the Data Protection Regulations.

The School would like your permission to use images of your child for marketing and publicity purposes including the School's website, Facebook Page, prospectus, adverts, press releases and other marketing literature such as brochures and leaflets. We will not use names next to photographs of pupils on the website (in accordance with the DfE guidelines). I understand that these photographs may be used in carefully vetted publications such as the Coventry Telegraph and that photographs used on the school website will not be captioned with names.

Signed _____ Date _____

Email address (s) _____

Data Protection Statement - Parents

In addition to Pattison College's standard terms and conditions relating to the use of data about you and your child, information about parents is collated, stored and used by Pattison College for the purposes of keeping you informed of events and activities concerning Pattison College. By signing this form, you consent to Pattison College using your data in this way. This information will not be used for any other purpose or passed to any person outside the school without your consent. Please note that if you do not consent you will not receive any newsletters, dates for diaries and other information about events in school that are provided to parents via email.

I consent to Pattison College using my data for the stated purposes

I do not consent to Pattison College using my data for the stated purposes