

Privacy Notice

What is our lawful basis for processing this data

Public Task

It is in the public interest and our official duty to provide your children with an education

What data do we collect

Parent/Guardian/Carer's:

- Contact details such as name, address, telephone number, email
- Details required for Pupil Premium eligibility such as date of birth, national Insurance number, and eligibility for certain benefits
- Characteristics, such as ethnicity and disability
- Family Circumstances

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why do we need it and what do we do with it

We collect and use this information, for the following purposes:

- a) Report to you on your child's attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Protect student welfare

We retain parental information securely within Student Files as electronic copies on our IT systems and within paper copies in filing cabinets in our offices.

How long do we keep it

We hold this data up until the student's 25th birthday.

Who we share this information with and why

- Our local Authority
 - to Reading Borough Council SEN panel for needs assessment and creating Education Health and Care Plans for your children, as well as other associated professionals such as Educational Psychologists.
 - to Reading Borough Council Child Services and Safeguarding teams, social workers and associated professionals for vulnerable children.
 - to Reading Borough Council to check Pupil Premium eligibility
- to external agencies and organisations to enable your children to participate in external activities and work experience.
- Schools or colleges that your children attend after leaving us (so they have your contact details)

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where

applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Cranbury College

Postal address: Mark Hester, Cranbury College, Cranbury Rd, Reading, RG30 2TS

Email: mhester@cranburycollege.reading.sch.uk

Phone: 01189 376847

Our Data Protection Officer is Omnigov Limited and you can contact them at

dpo@cranburycollege.reading.sch.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@cranburycollege.reading.sch.uk

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Phone: 0303 123 1113