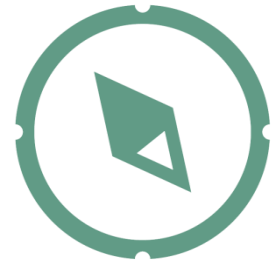


The Compass Partnership of Schools

c/o Willow Dene School, Swingate Lane, Plumstead, London, SE18 2JD
Tel: 020 8854 9841
Email: contact@compassps.uk
Website: compass-partnership.uk

Chief Executive Officer:

John Camp



Privacy Notice

for parents and carers

The Compass Partnership of Schools is a Data Controller as defined in the General Data Protection Regulations. 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, Oxleas NHS Trust/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
- 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 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 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
- 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). 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) and we also engage external organisations in order to give your child the best possible pastoral provision. Please see the below table for further information:

Organisation	Data transferred	Lawful reason for transfer	Method of transfer
Department for	Child details	Legal Obligation – Statutory data collections as	Secure, encrypted

Education		described in section 114 of the Education Act 2005, section 537A of the Education Act 1996, section 83 of the Children Act 1989	upload
Oxleas NHS Trust	Pupil medical and therapy information	Vital Interests - To allow the medical and therapy care of our children	Secure, encrypted emails
MyConcern	Pupil safeguarding information	Vital Interests - To monitor safeguarding concerns about our children	Secure, encrypted upload
Sinnott Learning Solutions Ltd	Pupil attainment tracking	Vital Interests - To monitor pupil attainment	Secure, encrypted upload
Marvellous Me	Child details	Vital Interest – To allow parents to be contacted re their child/children	Secure, encrypted upload
Rock Star Time Tables	Child details	Vital Interests To assist with Homework	Secure, encrypted upload
Cool Milk	Child details	Vital Interests – To allow the free school milk to be allocated.	Secure, encrypted upload and emails
SIMS	Child details Pupil medical information	Legal Obligation & Vital Interests – To hold all children's details	Secure, encrypted passworded database
SIMS Pay	Child details	Vital Interests – To allow payments to be allocated to the correct pupil	Secure, encrypted upload
Inventry	Child details	Vital Interests – For safeguarding, to allow children and staff to sign in and out of the building	Secure, encrypted upload
Tapestry EYFS	Pupil attainment	Vital Interests - To monitor	Secure,

Tracking System	tracking	pupil attainment	encrypted upload
Royal Borough of Greenwich	Child details	Legal Obligation & Vital Interests – To refer safeguarding concerns and attainment data	Secure, encrypted upload and emails
New schools, including those out of Borough	Child details	Legal Obligation & Vital Interests – To refer safeguarding concerns and attainment data	Secure, encrypted upload and emails
Mime Consulting	Child details Pupil attainment tracking	Vital Interests - To monitor pupil attainment	Secure, encrypted upload and emails
Brom Com	Child details Pupil medical information	Legal Obligation & Vital Interests – To hold all children's details	Secure, encrypted passworded database
Churanga	Child details	Vital Interests – For children to access music	Secure, encrypted passworded website
Google Classroom	Child details	Vital Interests – For children to access homework	Secure, encrypted passworded website
Wonde	Child details	Vital Interests – For child data access	Secure, encrypted passworded website
Pobble	Child details	Vital Interests – For child data access	Secure, encrypted passworded website
NELI	Child Details	Vital Interests – To monitor pupil attainment	Secure, encrypted passworded

			website
Nessy	Child Details	Vital Interests – For children to access learning	Secure, encrypted passworded website
Word Shark	Child Details	Vital Interests – For children to access learning	Secure, encrypted passworded website
Link2ICT	Child and Parents Details	Vital Interests – For pupil premium check and re-checks	Secure, encrypted passworded website

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. This

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:

Nathalie Fitzgerald
The Compass Partnership of Schools
c/o Willow Dene School
Swingate Lane, Plumstead, SE18 2JD

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:

Nathalie Fitzgerald
The Compass Partnership of Schools
c/o Willow Dene School
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Plumstead
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