

Privacy Notice for Parents/Carers

The school acts as a Data Controller under the General Data Protection Regulation 2016 and Data Protection Act 2018 for the purposes of the Emotional Wellbeing Measurement. The school's Data Protection Officer is schooldpo@coventry.gov.uk. The school aims to be involved in the 'School Space' Network, who collect and analyse emotional wellbeing data of pupils in the school.

What personal data will you collect?

The personal data that will be collected include:

- Identifiers such as name, dates of birth and class lists
- An online measure of emotional wellbeing

The data will be collected annually.

Why is the personal data collected?

We collect this personal data in order to fulfil a public task duty (Article 6 (1) (e)) / (Article 9 (2) (h) / (g)); collecting this data will help to safeguard the wellbeing of pupils' in the school. The study will help:

- Focus on children and young peoples' mental health and improving care pathways for young people.
- To begin yearly collection of children and young people's emotional well-being in schools in Coventry and develop greater understanding of the on-going emotional well-being of children and young people;
- To inform the future development and evaluation of school-based measurement of emotional wellbeing;
- To inform the design, development and evaluation of interventions to support children and young people with their emotional well-being;

Your child's personal data will not be used for any other purpose than specified in this notice.

The University of Warwick Youth Mental Health Research Team will support Coventry City Council to advise and supervise the routine measurement in your school, as required, and provide schools with ongoing training and support with regard to children and young people's emotional wellbeing.

Where it will be shared?

The personal data collected will not be shared outside of the school unless the school felt it was necessary for the safeguarding of the pupil. The School will anonymise the wellbeing data it receives from the school before sharing it with Warwick University. This means that any personal identifiers will not be available to Warwick University and only longitudinal information will be shared with them. The findings from this study will be analysed by the research team and written up into papers for presentation at conferences and for publication, without reference to any named individual.

It is important that you and the school are able to access the research findings and we welcome your feedback.

If you have any questions, concerns or complaints regarding your involvement in this routine measurement, please contact the Senior Researcher, Dr Charlotte Connor (email: charlotte.connor@warwick.ac.uk).

Personal data will not be shared outside of the EEA.

How will data be stored?

Data will be stored in an online encrypted data base and shared via an encrypted sharing method. Some of the personal data will be recorded on the pupil file and this will have the appropriate security measures, such as locked away if hard copy or password protected if stored electronically.

How long will you keep the personal data?

The personal data will be retained in accordance with the school's retention schedule.

Your rights

You have the right to request access to personal data that we hold about you, subject to a number of exceptions.

To make a request for access to your personal data, you should contact the school using the number and/or email provided on the school website.

Please also refer to our Data Protection Policy and main privacy notice for further details on making requests for access to your/your child's personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified, deleted or destroyed, or restrict processing
- Object to the making of decisions about you taken by automated means
- Complain to the Information Commissioner's Office:
 - Report a concern online at <https://ico.org.uk/concerns/>
 - Call 0303 123 1113
 - Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.