

St Mary & St Margaret's CE (Voluntary Aided) Primary School & Nursery

Policy Statement

During your child's time with us, we will gather and use information relating to you. The information that we hold in relation to individuals is known as **personal data**. This includes information that we receive directly from you and data that we receive from other people and organisations.

What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under certain legislation and regulations including (but not limited to) The Children Act 1989 and the Education Act 1996

The information that we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion, any relevant medical information, photographs and your relationship to your child including any Court Orders that may be in place.

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data Set, here:

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware that their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from your child's previous school or nursery and may also receive information from the Local Authority (LA) and the DfE.

We may also receive personal information from other sources including other professionals

or bodies including a court, which might raise concerns in relation to your child.

Who we share it with

Effective and relevant information sharing between parents, schools, LAs and the DfE is necessary to ensuring that all children are safe and receiving suitable education.

1. Local Authority (LA) and Department for Education (DfE)

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social Services at the LA or to request education support services.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection law. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) the DfE have provided pupil level data to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

2. Attendance and Welfare Support

We have contracted **Central School and Attendance Welfare Service (CSAWs)** to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass personal information including your child's name, date of birth, address, attendance data, parent's full name and home address including telephone number to this team. More information about how CSAWs uses and stores personal information can be found in their privacy notice which will be provided upon request.

3. Other Contractors

We may routinely share information with contractors such as payment processing providers to enable you to make payments to school. Details of these providers will be made available to you in a separate document as we move forwards with this process.

4. Schools

We will also pass information about Pupils to their next school in order that the Educational Record is maintained for a Pupil's entire school life.

5. NHS

We sometimes need to share personal information with NHS teams, such as the School Nurse team who promote health and emotional wellbeing in schools and provide services such as health assessments and immunization programs. For more information please contact the school's Data Protection Officer.

How long we keep it

The information that we collect, use and store about pupils and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the pupil's last known school we will retain the information until the pupil is at least 25 years old; this ties in with the Limitation Act 1980.

Your rights

Data Protection law allows an individual to ask the school for copies of the information we hold about them or their children, subject to a number of exceptions. If you would like more information about this please contact:

Data Protection Officer
St Mary & St Margaret's CE Primary School
Southfield Avenue
Castle Bromwich
Birmingham
B36 9AX

If at any point you believe that the information we hold is inaccurate or you have concerns about our use of it please let us know.

Consent

We have collected consent to process information such as photographs taken in school please note, you have a right to withdraw consent at any time and can contact the school to

do this.

Contact

For more information on the content of this Notice, how St Mary & St Margaret's School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact our Data Protection Officer who will respond or investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO).

For more information about how the LA stores and uses the information we pass to them, please contact Education Information Management Services

Tel: 0121 704 8313

Email: eims@solihull.gov.uk

For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them at the details below:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Tel: 0370 000 2288

Contact form: <https://www.gov.uk/contact-dfe>