



St. Andrew's Catholic Primary School

Windrush Close, Solihull, West Midlands, B92 8QL. Telephone: 0121-743 5675
e-mail: office@st-andrews.solihull.sch.uk website: www.st-andrews.solihull.sch.uk

Headteacher: Mr K. Kelly

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FAIR PROCESSING NOTICE – Data Protection

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 relevant legislations – Data Protection Act 1998 and General Data Protection Regulations

The information 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 and any relevant medical or dietary information, first language and any other languages spoken/exposed to at home.

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 their information has been passed to the school.

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

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 and Department for Education

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



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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. Safeguarding – CPOMS

CPOMS is a program that staff use to record any concerns they may have about a child. This information might relate to safeguarding, attendance issues and behaviour. All data is secure and staff have individual user names and passwords. Access to the full site is also limited to the school's Designated Safeguarding Leads only. For more information and to see CPOMS GDPR Compliance Statement and Privacy Policy click on the links below:
<http://www.cpoms.co.uk/gdpr/>

3. Attendance and Welfare Support

We use the Local Authority Enforcement Team to provide Attendance support and the issuing of fixed penalty notices. If the need arises, we will pass details of the child, parents and attendance data on to this team. More information about how Solihull Education Enforcement Team uses and stores personal information can be found here:
<http://www.solihull.gov.uk/Resident/Schools-earning/schoolattendance>

We have contracted A Gray, an independent Education Welfare Officer (EWO), to undertake any interventions and support on behalf of the school. Pupils name, address, parental contact details and attendance data will be shared. The EWO works within the national legislation and data protection guidelines. The data remains with the school as the data controller.

We use the Local Authority Children Missing from Education Team if we have any concerns regarding a child who is not attending school and their whereabouts is unknown. We pass on details of the child and parents to the team to investigate further. More information about the service can be found here: <http://www.solihull.gov.uk/Resident/Schools-learning/Children-missing-education-service>

4. Specialist Education Support

SISS and SENTAA Limited provide specialist teaching support and assessment of pupils with additional needs. Pupil's name, date of birth, year group, gender, address, parental details, academic assessment and interventions. All data remains with the school as the data controller.



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5. NHS

We have contact with NHS staff, for example school nurses, dentists, speech and language therapists and audiology. Information shared between both parties may relate to a pupils medical condition, date of birth, name, address and parental contact details, as well as GP details. Services such as the promotion of health and emotional wellbeing, health assessments and immunisation programmes are also offered.

More information about how the NHS uses and stores personal information can be found on their website <https://www.england.nhs.uk/contact-us/privacy-notice/>

6. Cashless Payment/Catering & Communication

We ask parents to use an online service, ParentPay, to pay for schools meals/tuck, school trips, school fund and other payments. We also use ParentPay to send out communication to all parents. Pupils' personal data such as name, contact details including parental email address(es) will be shared with ParentPay to enable access to this service by parents. More information about how ParentPay uses and stores personal information can be found here <https://www.parentpay.com>

7. Online Assessment Package – Insight

We use Insight Tracking to record and monitor the attainment and progress of all children. Information about our children such as their attendance and pupil premium eligibility is added to this system via our internal school information management system (SIMS). Insight tracking is accessed by Senior Leaders (Headteacher and Deputy Headteacher) and class teachers; they each have an individual user name and password. More information about how Insight Tracking uses and securely stores information can be found at: <https://www.insightracking.com/privacy>

8. Further routine sharing

SIMS is a SMBC approved central data base system provided by Capita Sims. Pupils and parents' Data is held for administration purposes.

Evolve The Local Authority has bought in to this school trip and associated risk assessment tool. Children's names, dates of birth and classes are stored on this.

Parents Evening System – Parents access parent evening appointments via this portal. Pupils name, class and parents email address are stored during appointment period.

Coolmilk obtain pupils name, date of birth and parental email address for the purpose of providing

milk free to under 5s or pupils who wish to purchase milk.

9. 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.

be shared when needed, as required by law. The photographic evidence is stored for 3 months.

How long we keep it

The information 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



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school we will retain the information until the pupil is at least 25 years old; this ties
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in with the Limitation Act 1980.

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Consent

We have collected consent for the following purposes:

- Allow your child to take part in local school trips (within 2 miles of the school)
- Use of photographs to be used for internal school display boards and assessments and understand that these will be used by school staff only
- Use of photographs during learning activities (including trips and visits) to be placed on the school's website and in the newsletter

Your rights

Data Protection law allows an individual to

- Ask the school for copies of the information we hold about them or their children.
- Have inaccurate or incomplete information about them corrected
- Have their information deleted where there is no compelling reason for its continued use
- Block or restrict processing of their information
- Object to the processing of their information for a particular purpose.

If you would like more information about this please contact the Headteacher on 0121 743 5675 or email office@st-andrews.solihull.sch.uk

Contact

For more information on the content of this Notice, how St Andrew's Catholic Primary School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact **The School Office** at office@st-andrews.solihull.sch.uk, 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