



Fair Processing Notice

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 legislation and 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 information.

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 or 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 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. 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 immunisation programmes. For more information please see <https://www.england.nhs.uk/ig/>

3. Attendance and Welfare Support

We have contracted CSAWS (Central School and Attendance Welfare Service) to provide Attendance and Welfare Support services. If we have attendance concerns we will pass any information to this team. For more information on how this sharing process works, please visit: <http://www.csaws.co.uk/privacy-notice/4591967781>

4. CPOMS

We utilise CPOMS (Child Protection Online Management Service) to provide a central record of safeguarding, pastoral and child protection information. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit:

<https://cornerstoneseducation.co.uk/privacy-policy/>
<http://www.cpoms.co.uk/wp-content/uploads/2015/12/DfE-Cloud-Services-for-Schools-Checklist-CPOMS.pdf>

5. Cornerstone/ 2Simple

We utilise Cornerstone and 2Simple to assess and track pupils' progress through their school life. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit:

<https://cornerstoneseducation.co.uk/privacy-policy/>

<https://www.2simple.com/au/2buildaprofile>

6. Parentmail

We utilise Parentmail to provide a communication service to parents. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit:

<https://www.parentmail.co.uk/privacy-policy>

7. ParentPay

We utilise ParentPay to provide an online payment service for parents. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit:

<https://www.parentpay.com/privacy-policy>

8. Evolve

We utilise Evolve to provide an online school visit risk assessment service for school. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit:

<http://www.edufocus.co.uk/pages/evolve/gdpr.asp>

9. Solihull Catering

Solihull catering provides school meals for the pupils in school. They store children's names, photographs and any special dietary requirements. NRS are used by Solihull Catering for the system used to manage the process.

For more information, please contact the Data Protection Officer at the Head Office at Nationwide Retail Systems Ltd, Whaley Road, Barugh Green, Barnsley, South Yorkshire. S75 1HT

10. InVentry

We utilise InVentry Sign in Solutions to enable staff, pupils, parents, Governors and visitors to school to confidentially sign in and out of school. For more information visit: <https://inventry.co.uk/privacy/>

11. Other 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.

CCTV

Meriden CE Primary School uses closed circuit television (CCTV). The system comprises a number of fixed cameras. The system does not have sound recording capability. The school makes every effort to position cameras so that their coverage is restricted to the school premises, which includes outdoor/indoor areas.

We collect, use and store information to prevent or detect crime and to monitor the school buildings and grounds in order to provide a safe and secure environment for its pupils, staff and visitors and to prevent loss or damage to school property.

We may share information with law enforcement agencies and bodies, such as the Police and other Local and Central Government agencies, for the prevention and/or detection of crime and fraud. All retained data will be stored securely at all times and permanently deleted as appropriate/required.

Your rights

Data Protection law allows an individual to ask the school for copies of the information we hold about them or their children. If you would like more information about this please contact **Mrs Melanie Smith, Data Protection Contact** via the **School Office**. If at any point you believe the information we hold is inaccurate or you have concerns about our use of it please let us know.

Contact

For more information on the content of this Notice, how **Meriden CE Primary School** complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact **Mrs Melanie Smith, Data Protection Contact** via the **School Office**, 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>

