

Meriden C of E Primary School

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Headteacher: Mrs Lucy Anderton

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 the legislation provided by the DfE and other regulating bodies.

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, behaviour information (if relevant) home and family 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 schools and nurseries and may also receive information from the Local Authority (LA), the DfE and other external agencies such as Children's Services and Family Support Workers.

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/education/data-collection-and-censuses-for-schools>

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/dfe-external-data-shares>

2. 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: <https://www.csaws.co.uk/privacy>

3. 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://www.cpoms.co.uk/privacy-statement/>

4. 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/gdpr/>

5. 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/>

6. 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://edufocus.co.uk/pages/evolve/gdpr.asp>

7. Solihull Catering

Solihull catering provides school meals for the pupils in school. They store children's names, photographs and any special dietary requirements. For more information, please contact the Data Protection Officer at the Head Office at Nationwide Retail



8. Cool Milk

We collect the names and contact details of schools and parents and the names and dates of birth of their children via our online and paper-based registration processes. This data is used to administer customers' accounts and to supply milk to registered children at the correct locations and times. We do not use the data for any other purpose. For more information, visit <https://www.coolmilk.com/privacy-cookie-policy/>

9. 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 click here: https://inventory.co.uk/wp-content/uploads/2020/10/POL003_Privacy-Policy-Education.pdf

10. Wonde

Wonde is used to collect data regarding attendance, which is then used by both school and the DFE to interrogate absence rates and individuals causing concern. For details on how Wonde uses the information visit [Security & Compliance - Wonde](#)

11. NHS

We have contact with NHS staff, for example school nurses, and may receive communication from senior medical staff in relation to a pupil's medical condition, date of birth, name and contact details. More information about how the NHS uses and stores personal information can be found here <https://www.england.nhs.uk/ourwork/tsd/ig/>

12. 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.

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 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. If you would like more information about this please contact **Melanie Smith, Office Manager/ Data protection Contact** at school. 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.

Consent

We have collected consent to process information about using first names and photographs of your child on the school website, and social media; 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 **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 **Melanie Smith, Data Protection Contact** at school, 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/guidance/data-protection-how-we-collect-and-share-research-data>

Tel: 0370 000 2288

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

