Meriden CE Primary School

Privacy Notice (formerly Fair Processing Notice)

1. 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 pupils' progress
- provide appropriate care, safeguarding and pastoral support
- communicate effectively with parents/carers
- understand how well the school is performing
- fulfil our statutory duties under legislation from the Department for Education (DfE) and other regulatory bodies

We may occasionally ask for consent to process certain information (for example, photographs), and we will make this clear where consent is the lawful basis.

The information we collect may include:

Pupil information

- name, date of birth, address
- assessment results and attendance records
- behaviour and exclusion information
- special educational needs and disabilities (where applicable)
- medical information (where relevant)
- gender, ethnicity and religion

Parent/carer information

- names and contact details (address, telephone numbers, email addresses)
- relationship to the child
- emergency contact details
- communication preferences
- payment and transactional information (e.g. trips, meals, childcare where applicable)

2. Information We Receive

We receive personal information directly from parents/carers when pupils are admitted to the school and through ongoing communication.

We may also receive personal information from:

- previous schools or early years settings
- the Local Authority
- the Department for Education (DfE)
- external agencies, such as Children's Services

If you provide us with personal information about another person (for example, an emergency contact), **you are responsible for ensuring they are aware that their data has been shared with the school**.

3. Who We Share Information With

We routinely share information with:

- Local Authority and Department for Education
- CSAWS Attendance and Welfare Support
- NHS services
- Next schools for educational records

We also use data processors to support school operations, including:

- CPOMS
- ESS (SIMS)
- ParentMail
- ParentPay
- InVentry
- Cool Milk
- E-Visit
- Wonde
- Wrates School Photography
- Solihull Catering
- Maths.co.uk, Spag.com
- Crick Software, Tapestry, IDL, Speech Link

We only share information where it is necessary, lawful, and proportionate. Information may be shared with specialist teams and agencies **with consent or where there is a legal obligation**.

4. How Long We Keep Information

We keep personal information until it is updated, superseded, or no longer required.

When a pupil leaves the school:

- educational records are transferred to the next school
- if we are the pupil's last known school, records are retained until the pupil reaches **25 years of age**, in line with the Limitation Act 1980

Parent/carer information is held only **for as long as the associated pupil record is retained or as required for legal or financial purposes**.

5. Your Rights

Under UK GDPR, **pupils (where appropriate) and parents/carers have the right to**:

- request access to the personal data we hold
- request correction of inaccurate or incomplete data
- request restriction or objection to processing in certain circumstances
- withdraw consent where this is the lawful basis

Requests or concerns should be directed to:
Eleanor Willis – Office Manager / Data Protection Contact

6. Consent

We request consent from parents/carers for:

- use of pupil photographs
- use of first names on the school website or social media

Consent can be withdrawn at any time.

7. Contact

If you have any questions or concerns about this notice or how your personal data is used, please contact:

Eleanor Willis, Meriden CE Primary School s77ewillis@meriden.solihull.sch.uk

You also have the right to complain to the Information Commissioner's Office (ICO) if you are dissatisfied with our response.