

Our Lady of the Wayside Catholic Primary School

PRIVACY NOTICE – PUPILS (2023-2025)



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Date of last update	24.09.23
Date agreed and ratified by governing body or management committee	<u>Under Review</u>
Date of next full review	Summer 2025

OUR LADY OF THE WAYSIDE CATHOLIC PRIMARY SCHOOL

PRIVACY NOTICE - PUPILS

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 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 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-learning/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

Solihull Inclusion and Support Service (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.

5. Educational Phycologists

Specialist interventions may be required for social and emotional well-being. Pupil's name, date of birth, year group, gender, parental details and medical information may be shared. All data remains with the school as the data controller.

6. 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/>

7. Cashless Payment/Catering & School 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>

The catering administration system is supplied by Nationwide Retail Systems. This contains your child's name, class and photograph to allow kitchen employees to allocate the correct meal choices to parent's accounts. Further details can be found at <http://www.nrsLtd.com/cashless/what-is-cashless-catering/>

The above information is also shared with meal contractors – Solihull MBC.

8. Further Routine Sharing

Bromcom is the provider of our pupil information management system. Pupils and parents' data is held for administration purposes.

Coolmilk obtain pupils name, date of birth, class and parental email address for the purpose of providing milk free to under 5s or pupils who wish to purchase milk.

CPOMS – This system enables the school to collate safeguarding concerns, which will be transferred to secondary school.

Department of Education – Attendance data, assessment information are shared with the DfE.

Every – Our Lady and All Saints MAC has brought into this accident reporting tool. Staff and pupils name, date of birth, and address are stored in situations where a serious injury has occurred whilst in the school's care.

Evolve – Our Lady and All Saints MAC has bought in to this school trip and associated risk assessment tool. Children's names, dates of birth and classes are stored on this.

EYLog – Parents and staff access this online learning platform. This may include uploading of videos, photographs and conversations but can only be access by individual parent and staff logins.

Marvellous Me – Communication tool with parents, details of child's name, class, parental email address and contact details are stored to assist with communication.

Primary Assessment Gateway – Early Years assessment data is shared on this portal.

School Cloud – Parents access virtual meetings via this portal. Pupils name, class and parents name and email address are stored during the appointment period.

9. Our Lady and All Saints Multi-Academy Company

Basic annual performance, assessment, attendance data may be shared with OLAAS for the purpose of monitoring and school evaluation. No individual personal information is shared.

10. 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.

11. CCTV

We have CCTV on site. This information is required for security, health and safety purposes. It will be shared when needed, as required by law. The photographic evidence is stored for 30 days.

How long we keep pupil's data

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.
- 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 744 6852 or email: office@ol-wayside.solihull.sch.uk.

Consent

We have collected consent for the following purposes:

- Allow your child to take part in local school trips
- 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 twitter account
- Live streaming via YouTube whilst attending events in the parish church
- Video and recording of school events – only to be shared with parents
- Allow your child to use the internet at school, following our E-Safety guidelines

Contact

For more information on the content of this Notice, how Our Lady of the Wayside 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 Data Protection Officer, Warwickshire Legal Services – schooldpo@warwickshire.gov.uk.

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>