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Principal:
Jacqueline Hughes-Williams

Our Ref: HW/KY
June 2017

Dear Parent/Carer

Heart of England School Privacy 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:

- ensure teaching meets pupil's needs
- 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
- fulfil our duties under the Data Protection Act 1998 and the forthcoming General Data Protection Regulations (to come into effect May 2018)

The information we collect, use and store includes: names; images; 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 and cultural data; social care information; previous education information 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 and consent to their information being passed to the school.

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

For pupils taking post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about pupil's learning or qualifications. Further information for pupils and parents can be found here:

<https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

Who we share it with

Effective and relevant information sharing between parents, schools, LAs and the DfE is necessary to ensure that all children are safe and receive 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.

Personal Pupil Level data we share with the DfE may subsequently be shared, by 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. Youth Support Services

Once our pupils reach the age of 13, the law requires us to pass on certain information to the relevant local authority that has responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. A parent/carer can request that only their child's name, address and date of birth be passed to the LA by informing the school's Data Protection Officer. This right is transferred to the child once he/she reaches the age of 16.

3. Attendance and Welfare Support

We have contracted Mrs Sue Abbott to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass them to this individual.

4. School Catering

We have contracted Alliance in Partnership to provide catering services and also utilise AMI Education till software in this regard. Both these organisations have access to limited pupil information including names, images, dietary information and relevant financial data. This information remains stored on school servers and is not held remotely.

5. ParentPay

We utilise ParentPay as our online payment system. As part of this facility we are required to share certain information with ParentPay Ltd. This includes names, addresses, home contact details and relevant financial data. ParentPay store this data on a secure, encrypted server within the UK and operate under the requirements of Data Protection legislation.

6. 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 complies 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 the school's Data Protection Officer. 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 will separately collect consent relating to non statutory processes and events. 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 Heart of England 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's Data Protection Officer, 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).

The current Data Protection Officer for Heart of England School is:

Mr Mark Norman

Tel: 01676 535 222

Email: finance@heart-england.co.uk

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

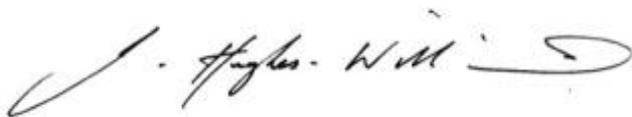
For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them using the details below:

<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>

Yours sincerely



Principal