



June 2017

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Gipsy Lane  
Balsall Common  
Coventry  
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www.heart-england.co.uk

Principal:  
Jacqueline Hughes-Williams

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:

- 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
- 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 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 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 their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from previous school(s) and may also 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 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. 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/guardian 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 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 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. If you would like more information about this please contact the school's Data Protection Officer. Any individual aged 12 or over is said to be mature enough to make a decision about their own data so any requests relating to a student's data must come from the student themselves. 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.

The school has one calendar month to respond to any requests for copies of data held. Please note this timeframe will begin from receipt of a valid request by the Data Protection Officer.

## **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 Officers for Heart of England School are Joan Fuller and SMBCs Information Governance Team:**

**Mrs Joan Fuller**

**Tel: 01676 535 222**

**Email: [dataprotection@heart-england.co.uk](mailto:dataprotection@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](mailto: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>

Yours sincerely

Principal