



Fair Processing Notice

What we need and why we need it

We collect, use and store personal information about our students and their parents/carers, this information helps us to:

- ◆ ensure teaching meets students' needs
- ◆ follow and report on our students' progress
- ◆ provide the right care and support for our students
- ◆ understand how well our school is doing as a whole
- ◆ fulfil our duties under relevant legislation and regulations

The information we collect, use and store includes: names; images; contact details; student date of birth; assessment marks and results; attendance records; any exclusion information; Special Educational Needs and 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, further information from Department for Education (DfE) is available from "Common Basic Data Set" and can be

accessed following this link

<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 students taking post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about student's learning or qualifications. Further information for students 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 students 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 Student 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 upon 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 student level data to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

2. Youth Support Services

Once our students 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 student 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 students to their next school in order that the educational record is maintained for a student's entire school life.

7. SISRA Analytics

This is a data analysis tool which improves the tracking and analysis of achievement data. For information on their data security, please visit:

<https://www.sisra.com/data-security/>



How long we keep it

The information we collect, use and store about students and their parents/carers is retained either until it is updated/superseded or until the student leaves. If we are the student's last known school we will retain the information until the student 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 regarding our handling of personal data, 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:

Mrs Joan Fuller

Tel: 01676 535 222

Email: 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

For more information about how the DfE stores and uses information about students, 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>