



ST. ANNE'S CATHOLIC PRIMARY SCHOOL

HEADTEACHER: Mrs M Conway

Bosworth Drive, Chelmsley Wood, Birmingham, B37 5DP

Tel: 0121 779 8060 Email: parentmail@st-annes.solihull.sch.uk

Website: <http://www.stannessolihull.co.uk> Follow us on Twitter: @StAnnesCP



St. Anne's Mission Statement: "Each one of us is unique, each one of us is special, because we are created by God's love. May God's love shine in our lives as we care and share and learn together."

Pupil Information – How we use it

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 legislation and regulations.

We may occasionally ask you for consent to use your information; however, we will make this clear where consent is our lawful basis

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility. This information is collected when children start at school and is periodically reviewed to ensure its accuracy.
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, disability information (if relevant), exclusions/behavioural information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes e.g. Social Services, Solihull Early Help, Solihull Metropolitan Borough, CAHMS.

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 or Nursery setting 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. Safeguarding – CPOMS

CPOMS is a program that staff use to record any concerns they may have about a child. This information might relate to safeguarding, attendance issues and behavior. All data is secure and staff have individual user names and passwords. Access to the full site is also limited to the school's Designated Safeguarding Leads only. For more information and to see CPOMS GDPR Compliance Statement and Privacy Policy click on the links below: <http://www.cpoms.co.uk/gdpr/>

3. Attendance and Welfare Support

We have contracted **Central School and Attendance Welfare Service** to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass Attendance/Medical/Holiday to this team. More information about how **Central School and Attendance Welfare Service** uses and stores personal information can be found here <http://www.csaws.co.uk/privacy-notice/4591967781>

4. Online Payment System

We utilise ParentPay as our online payment system. As part of this facility we are required to share certain information with ParentPay Ltd including pupil's names and year of study. For details on how ParentPay use and store information (including what you tell them when you register for an account) please visit: <https://parentpay.com/privacy-policy/>

5. Communication – SchoolComms

We use the text messaging service SchoolComms to communicate with all parents about key events such as school closures and trips and ad hoc messages about your child, such as participation in a sports event. In order for you to receive these messages the data we are required to share with SchoolComms is pupil name and year group; parental contact (s) and mobile phone numbers. More information about SchoolComms GDPR compliance is available here: <https://schoolcomms.com/schoolcomms-and-gdpr/>

6. Online Assessment Package – Insight

We use Insight Tracking to record and monitor the attainment and progress of all children. Information about our children such as their attendance and pupil premium eligibility is added to this system via our internal school information management system (SIMS). Insight tracking is accessed by Senior Leaders (Headteacher, Deputy Headteacher and Assistant Headteacher) and class teachers; they each have an individual user name and password. More information about how Insight Tracking uses and securely stores information can be found at: <https://www.insighttracking.com/privacy>

7. NHS & Dental Nurse Team

We sometimes need to share personal information with NHS teams, such as the School Nurse team who promote health and emotional wellbeing in schools and provide services such as health assessments and immunisation programmes. For more information please see <https://www.nhs.uk/our-policies/privacy-policy/>

8. 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. This will include, if requested, information held linked to verification of a pupil's faith linked to school admissions applications.
- Information may also be shared with previous or future schools for special educational needs or to support a school transfer.
- Information will be shared with Solihull Metropolitan Borough Council to support free school meal entitlement and admissions.

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 or their children. If you would like more information about this please contact the Office Manager using email parentmail@st-annes.solihull.sch.uk 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

As part of our New Starter Pack which all parents are asked to complete when their child starts at St. Anne's School we have collected consent to process information which includes:-

- *Photographs, social media usage i.e. Twitter, School Newsletter and website.*
- *Medical Information*
- *Food-Tasting, Allergies and Intolerances*
- *Early Years Pupil Premium*

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 **St. Anne's 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 Office Manager by emailing parentmail@st-annes.solihull.sch.uk** 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 School Data Protection Officer can be contacted via email at schooldpo@warwickshire.gov.uk and by post at Warwickshire Legal Services, PO Box 9, Shire Hall, Warwick, CV34 4RL

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>