



**The Federation of  
St. Alphege Church of England Infant and Nursery  
School and  
St. Alphege Church of England Junior School**

**Fair Processing Notice 2019**

**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 legislation and regulations relating to schools

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

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, dietary requirements, child's first language and languages spoken in the home, religion, relevant medical information and post looked after care information (if relevant).

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.

St Alphege CE Infant School  
New Road  
Solihull  
B91 3DW  
0121 705 0443  
Email: [officeinf@stalphege.solihull.sch.uk](mailto:officeinf@stalphege.solihull.sch.uk)

Executive Head Teacher  
Mr R Morrissey  
Chair of Governors  
Mrs P Price

St Alphege CE Junior School  
Widney Manor Road  
Solihull  
B91 3JG  
0121 704 2714  
Email: [officejun@stalphege.solihull.sch.uk](mailto:officejun@stalphege.solihull.sch.uk)

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**

The Schools of St Alphege use Central School Attendance and Welfare Service Ltd (CSAWS) to support with the processes associated with children's attendance at school. CSAWS provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance. We believe that through attending school every day on time, children and young people will get the best possible start in life.

We collect, use and store attendance information about our pupils and may receive information from previous schools/nurseries. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Where there is cause for concern this information is shared with CSAWS during regular attendance meetings held at our school. CSAWS then follow up attendance concerns with parents and carers on our behalf.

The Schools of St Alphege and CSAWS are required (under the Data Protection Act) to take care of all information and we take this responsibility seriously.

CSAWS may also share information with relevant agencies to access support and services for children and families and to form assessment. This is done with written consent of the parent (exceptions being where to do so would place a child at risk of harm); their Privacy Statement can be viewed at <http://www.csaws.co.uk/privacy-notice/4591967781>.

If you wish to see a copy of the information we hold and share please contact the Executive Head Teacher.

If you want to know more about how CSAWS uses and processes your information or you would like to see a copy of your information contact [enquiries@csaws.co.uk](mailto:enquiries@csaws.co.uk). For further information; <http://www.csaws.co.uk/4589848273>.

## **3. NHS**

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 contact – School Nursing Services, The Green, Stratford Road, Shirley, Solihull, B90 4LA. Tel: 0121 746 4550

## **4. Further routine sharing**

We routinely share pupils' personal information (held on a secure server) with the following organisations:

**Sims** – A Capita run School Information System used by Solihull Schools (supported by Solihull MBC) including ParentLite.

**Parent Pay** – Schools' secure communication and payment system (supported by Solihull MBC)

**Parents' Evening Booking System** – A secure online appointment booking system for parents  
**Evolve** - a Solihull Council approved organization used for recording data information for school trips  
**Micro-Librarian** – School library system  
**Provision Map** – Mapping provision tool for SEN pupils used by the Senco.  
**My Maths** – An interactive online teaching and homework subscription website for schools.  
**Purple Mash** – Purple Mash is the new creative online space from 2Simple. Purple Mash hosts an exciting mash-up of curriculum focused activities used for homework and within school.  
**Times Tables Rockstar** – An online tool for pupils to access for times tables practice.  
**Aspire** – KS1 & 2 – tool used for tracking data.  
**Language Link** – Used for Reception Phonic Tracking.  
**Spelling Shed** – an online tool to assist pupils with spellings,

## **5. 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 or their children. If you would like more information about this please contact the Executive Head Teacher in writing. 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.

### **Parental Consent**

We collect consent to process information about/on internet access, taking and using photographic images in and outside of school, twitter account, swimming lessons and walks within the local vicinity. Please note, you have a right to withdraw consent at any time and can contact the school in writing to do this.

### **Contact**

For more information on the content of this Notice, how the Schools of St Alphege comply with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact the School DPO Service, Warwickshire by email – [schoolDPO@warwickshire.gov.uk](mailto:schoolDPO@warwickshire.gov.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).

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>

June 2019