

Fair Processing Notice



Merstone School

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

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, religion 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 the previous school/nursery and may also receive information from the Local Authority (LA) 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 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. Youth Support Services

*Once our pupils reach the age of 13, the law requires us to pass on certain information to Solihull LA (or the LA in which you reside e.g. Birmingham, Warwickshire, etc) that have 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 Youth Support Service or LA in your area by informing Amanda Mordey (principal). This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to www.solihull.gov.uk*

3. Attendance and Welfare Support

The local authority have contracted Central School Education Welfare Services to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass personal details such as the pupils' name, date of birth, contact information for parents and attendance history to this team. More information about them and their privacy policy can be obtained by contacting them on 0121 779 1737 or by e-mailing them at educationwelfare@solihull.gov.uk. If you would like to speak to school about please do not hesitate to contact us.

4. Careers Guidance

Information on pupils (14-19 years old) will be passed onto our Independent Careers Guidance Service which is provided by Judy Watts. For more information please contact the school.

5. Plan for U

Information on pupils (14-19 years old) is also shared with the Plan 4 U service that work in conjunction with parents/ carers and various services including the Independent Careers Guidance provider in order to develop a plan for our young people once they leave education. For further information please contact the school.

6. 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. We sometimes need to share personal information with other NHS teams such as Speech and Language teams and Physiotherapy teams to allow pupils to be supported appropriately in school. For more information please contact Kim Archer-Clarke, Office Manager on 0121 717 1040 or office@merstone.solihull.sch.uk.

7. Databases

Information is also stored on databases for the following systems which we use in school:

Sleuth	-	Behaviour Tracking
Evolve	-	Trips & Visits risk Assessment
Solar	-	Assessment

We have confirmed that the above databases and software comply with GDPR requirements.

8. Parent Pay

As a cashless school all payments for items are administered via parent pay. Information is shared with parent pay in order for accounts to be set up for your child for payment of items such as school meals, uniform, school trips, school fund, etc. For further information please contact the school.

9. Coolmilk

To register for school milk for under 5's and over 5's (milk for over 5's is requested direct to the Coolmilk by parents and payment is made online direct to Coolmilk for this). For further information please contact the school.

10. Schoolcomms

Contact information for pupils is shared with this database/ service to enable text messages to be sent to parents/ carers. For further information please see their privacy notice <https://schoolcomms.com/privacy-policy/>

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 Anna Stevens, School Business Manager Tel: 0121 7170088 Email: s500astevens@forest-oak.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

We have collected consent:

- to process photographs/videos for use:
- In school publications and on school web site
- For your child to take part in educational visits and sporting activities out of school during this academic year.
- For your child to be transported in a staff car to and from activities
- For sun cream to be applied
- For emergency health treatment. Consent for this was sought on the Medical Consent Form on which we request medical, dietary and emergency contact information.

Individual consent is sought if you request school to administer medication.

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 Forest Oak School and Merstone School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Anna Stevens, School Business Manager, Tel: 0121 717 0088 Email: s500astevens@forest-oak.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).

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>