

St Augustine's Catholic Primary School



Fair Processing Notice Policy 2023-24

*“We love and learn together by growing in
friendship with Jesus”*

Linked virtues:

‘Attentive & Discerning’

Autumn 2023

Pupil Information: How we use it (Fair Processing 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; 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 Department for Education (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:

[Apply for Department for Education \(DfE\) personal data - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data)

For information on which third party organisations (and for which project) the DfE have provided pupil level data to, please visit:

[DfE external data shares - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/dfe-external-data-shares)

2. Attendance and Welfare Support

We have contracted **Central School and Attendance Welfare Service (CSAWS)** to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass names, telephone numbers, dates of birth and address details of the parent and child to this team. More information about how **Central School and Attendance Welfare Service** uses and stores personal information can be found here:

[Privacy | CSAWS](#)

3. NHS School Nursing Team and SISS

We sometimes need to share personal information with NHS teams, such as the School Nurses, dentists, speech and language therapists, audiology and School Inclusion Specialist Services (SISS) who promote health and emotional wellbeing in schools and provide services such as health assessments, immunisation programmes, speech and language therapy and specialist teaching support and assessment of pupils with additional needs. For more information around the support they offer please see:

[South Warwickshire University NHS Foundation Trust :: School nursing - Solihull \(swft.nhs.uk\)](https://www.swft.nhs.uk/school-nursing)

Further information can be found: [South Warwickshire University NHS Foundation Trust :: Privacy Notice & Data Sharing \(swft.nhs.uk\)](https://www.swft.nhs.uk/privacy-notice-data-sharing)

4. Cashless Payment

We ask parents to use an online service, Parentpay, to pay for school meals, trips and enrichment funds. We also use Parentpay to send out communication to parents. Pupil's personal data such as name, contact details including parental email addresses will be shared with Parentpay to enable access to this service by parents. More information about how Parentpay uses and stores personal information can be found here <https://www.parentpay.com>

5. Further Routine Sharing

School Interviews: We ask parents to use an online service, School Interviews, to book appointments for parents evening and to book before and after school clubs as well as tickets for adhoc school performances. Pupil names, class and parents email addresses are held during the booking period. Further information can be found here: [School Interviews - Privacy](#)

Cool Milk: We routinely share data with Cool Milk for the purpose of providing free school milk to under 5s or to pupils who wish to purchase milk. Data (names, dates of birth and email addresses) are provided by parents directly to Cool Milk who then inform school of who is entitled to the milk that they have delivered. More information can be found here: [Privacy and Cookie Policy – Cool Milk](#)

InVentry system: Our digital system links with our school management system to record pupils who arrive late or who leave school early (medical appointment, unwell or sporting event). It holds children's full names and their class. This digital entry system also enables visitors to sign in and out to support/enhance our Safeguarding procedures. Further information can be found here: [InVentry | Sign-In System GDPR Policies & Frequently Asked Questions](#)

CRB Cunninghams: This software product holds personal data sourced from the school's Management information services. The data is used to verify the identity of an individual at the point of a school meal service via a computer terminal. The data held includes, surname, legal surname, forename, registration group, year, date of birth, free school meal eligibility, admission number and photograph (if applicable). It links with ParentPay (a cloud based online payment system), to ensure cashless payments are made for all meals that incur a cost. More information can be found here: [Privacy Policy | CRB Cunninghams](#)

CPOMS - Child Protection Online Management System: CPOMS Safeguarding software helps our school bring all information together in a secure and centralised place. It links with the schools management system and holds the same information. CPOMS can include secure data sharing, student transfers, governance reporting and other administrative tasks. More information can be found here: [Privacy Notice \(cpoms.co.uk\)](#)

FFT – Fischer Family Trust: This is an online platform to input pupil assessment data. It provides a guidance for pupil targets and links with the school's management information system. The data held includes, surname, legal surname, forename, registration group, year group, date of birth, free school meal eligibility, SEND and photograph (if applicable). Further information can be found here: [Data protection and information security - FFT](#)

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 or their children. If you would like more information about this please contact the Headteacher on 0121 705 4355 or email 85office@st-augustines.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 information about/on the taking of photographs and videos, allowing your child(ren) to take part in local studies and school trips the use of internet at school; 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 Augustine'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 Headteacher 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:

- Mr Michael Wakeham, our school's DPO, via the school email address 85office@st-augustines.solihull.sch.uk
- We are part of Our Lady and All Saints Multi-Academy since April 2021 and they MAC have assigned a DPO through Warwickshire. Their email contact information schooldpo@warwickshire.gov.uk
- Finally, you also can make contact with 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>