

## **Pupil Information: How we use it**



### **Smith's Wood Primary Academy**

#### **Privacy 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 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.

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## 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. Attendance and Welfare Support (CSAWS)

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 the relevant information to this team. More information about how CSAWS uses and stores personal information can be found here <http://www.csaws.co.uk/>

## 3. Heart of England NHS Foundation Trust

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.

## 4. 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

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hold about them or their children in the form of a subject access request. If you would like more information about this please contact Mrs S Volante, School Business Manager, Smith's Wood Primary Academy. 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 your child and to use your child's image in our school prospectus, our website, video and media; 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 Smith's Wood Primary Academy complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Miss D Givens, Principal 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>

Smith's Wood Primary Academy is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Smith's Wood Primary Academy is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA061973

You can contact the Academy Trust as the Data Controller in writing at:

Smith's Wood Primary Academy

Burtons Way

Smith's Wood

Birmingham

B36 0SZ

The contact details for the Data Protection Officer for Smith's Wood Primary Academy are as follows:

The postal address:

## **Pupil Information: How we use it**

Warwickshire Legal Services, PO Box 9, Shire Hall, Warwick CV34 4RL

The e mail address:

'schoolDPO@warwickshire.gov.uk'