



# St George & St Teresa Catholic Primary School



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## Fair Processing Notice

### St George & St Teresa Catholic Primary School

#### 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 statutory duties and regulations.

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 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. 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 School Office. 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 on the taking/use of photographs, and leaving the school premises as part of a school activity; 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 George & St Teresa 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 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>

## ST GEORGE & ST TERESA PRIMARY SCHOOL

### Pupil Attendance and Welfare Information

St George & St Teresa Primary School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school.

St George & St Teresa Primary School employ CSAWS to 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 about you from your previous school. 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.

**St George & St Teresa Primary School 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 want to see a copy of the information we hold and share about you, then please contact the school.

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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 [enquires@csaws.co.uk](mailto:enquires@csaws.co.uk) For further information <http://www.csaws.co.uk/home/4589848273>