BURMAN INFANT SCHOOL

What we need and why we need it

We collect, use and store personal information about our children and their parents/carers; this information helps us to:

- support our children's teaching and learning;
- follow and report on our children's progress;
- provide the right care and support for our children;
- 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 children's names and contact details, 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 and any relevant medical/dietary 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 are receiving suitable education.

Pupil Information: How we use it

1. Local Authority and Department for Education

We are required, by law, to pass certain information about our children to the LA, and the DfE. This includes attendance data for each child. 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

We work closely with SMBC – EPAS Team, to provide Attendance and Welfare Support services. If we have any attendance concerns, we will pass contact details and attendance data to the EPAS Team.

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: www.swft.nhs.uk

4. Online Curriculum Digital Platforms

We subscribe to the following Curriculum Digital Platforms for use within school

- *Little Wandle*

Personal information shared includes; child's name, class group and phonics assessments.

5. Schools

We will also pass information about children to their next school in order that the Educational record is maintained for a child's entire school life.

Pupil Information: How we use it

How long we keep it

The information we collect, use and store about children and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the child's last known school we will retain the information until the child 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: Mrs N McVeigh – Office Manager. 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.

We have collected consent to process information on *the use of photographs and audio-visual recordings to be displayed/published within school, on the school website or through our school social media platform.* 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 Burman Infant School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Mrs N McVeigh– Office Manager, 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