

# Fair Processing Notice



**Approved by  
Governors**

**Date:** November 2018

**Last reviewed  
on:** 20/6/18

**Next review due  
by:** June 2019

## 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 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 and arrange 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 Local Authority (or the Local Authority 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 Local Authority by informing Mrs Lambert, Office Manager. *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](http://www.solihull.gov.uk) (or your Local Authority web site).

## 3. Careers Guidance

We will also pass young people's information to our careers guidance service: Judy Watt – Independent Careers Guidance. For more information please contact the school.

## 4. 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 Jill Lambert, Office Manager on 0121 717 0088 or [office@forest-oak.solihull.sch.uk](mailto:office@forest-oak.solihull.sch.uk).

## **5. Other Organisations**

We sometimes share personal information with specialist teams and organisations such as the Educational Psychologist and Counselling services. As this affects a small number of pupils we will obtain consent to share data with these organisations on an individual basis.

## **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.

## **7. Work Experience/Placements**

Students over the age of 14 may attend Work Placements as part of their work experience. Pupil and contact information will be passed to the place of work (you will be sent a copy of this information prior to the placement); if you wish to request that certain information is not sent, please contact Jill Lambert, Office Manager on 0121 717 0088 or [office@forest-oak.solihull.sch.uk](mailto:office@forest-oak.solihull.sch.uk)

## **8. 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
ParentPay	-	Cashless School Payments
Mathletics	-	Homework

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

## **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.

## Contact

For more information on the content of this Notice, how Forest Oak 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, Business Manager on 0121 717 0088 or 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](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>