Fordbridge Primary School

Crabtree Drive, Chelmsley Wood
Birmingham B37 5BU

Telephone: 0121 779 8040
E-mail: office@fordbridge.solihull.sch.uk
Website: www.fordbridge.solihull.sch.uk

Headteacher: Mrs. H Simcox

Fair Processing Notice

The new General Data Protection Regulations (GDPR) require us to inform you why we collect personal information and what we do with it. Should you have any queries, please do not hesitate to contact us.

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;
- safeguard our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under relevant legislation and regulations including the Education Act 1996 and Children's Act 1989.

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), safeguarding information (if relevant), gender, ethnic group, religion and any relevant dietary and 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 Children's Services (if relevant) and may also receive information from the Local Authority (LA) and the DfE.

Fordbridge Primary School
Crabtree Drive, Chelmsley Wood
Birmingham B37 5BU
Telephone: 0121 779 8040
E-mail: office@fordbridge.solihull.sch.uk
Website: www.fordbridge.solihull.sch.uk
Headteacher: Mrs. H Simcox

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 Children's 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 have contracted CSAWS to provide Attendance and Welfare Support Services. If we have any attendance concerns we will pass your pupil name, address and date of birth, Parents name, address and date of birth, contact details, attendance records, late records and any relevant information such as special educational needs and health needs.to this team. More information about how CSAWS uses and stores personal information can be found on the CSAWS website, please visit http://www.csaws.co.uk.

3. Safeguarding and Behaviour

To help us meet our legal requirement we have a contract with an external software provider, CPOMS Systems Limited, to record and manage safeguarding and behavioural concerns. Information provided includes pupil name, contact details, date of birth, gender and year group and other relevant information that we collect, as noted above. More information about how CPOMS uses and stores personal information can be found on the CPOMS website, please visit http://www.cpoms.co.uk

Class DOJO – Class Dojo connects pupils with teachers and parents to provide a digital community, sharing reward points earned by pupils with parents as well as class stories and notices. For more information about how Class Dojo uses and stores personal information plus details of other agencies they may share it with please follow the link below. Data is stored and accessed from USA and that they are not subject to UK Data Protection legislation. It is not a

communication system and should not be used for confidential information or messaging a class teacher. Privacy Policy | ClassDojo

4. Pupil Progress

To help us meet our obligations to follow and report on our pupils' progress we use two external software providers, Insight and EYLog we use this information to record, analyse and monitor the progress of our pupils.

The information provided includes pupil name, contact details, date of birth, gender and year group and other relevant information that we collect, as noted above. More information about how these companies use and store personal information can be found on their websites.
To provide online books for children to read and home and track pupil progress, we use Oxford Owl. Information provided is your child's name, user name and password - Data protection – Oxford Owl Support.

We also use TTRockstars to support with progress in multiplication and provide homework for the children. We enter the child's name, user name and password. Privacy Notice – Maths Circle

5. School Activities

To help us meet our obligations to safeguard our pupils we have a contract with an external software provider, Evisits for the planning, approval and management of educational visits and the like. The information provided includes pupil name, contact details, date of birth, gender, year group, dietary information, meal selection, trip details and other relevant information that we collect, as noted above. Further information about how this company uses and stores personal information can be found on the EVisits website.

To help us track clubs we use Absolute Education, your child's details are stored here including attendance, name and class. https://www.absolute-education.co.uk/privacy-notice

6. NHS

To meet the requirements of the statutory health and welfare checks we sometimes need to share information with the NHS teams such as the School Nurse, Dentist, Audiology and Health Visitors. The NHS provides a service in order to promote and improve the wellbeing and development of children and works with families and pupils using school as a link. The information provided includes pupil name, date of birth, class and year group. Further information can be viewed on their website at: https://www.england.nhs.uk

7. Parent Pay

We use ParentPay to contact Parents/Carers via email and text and to collect school trip contributions and payment for school lunches. We will pass name, date of birth, class name and their lunch choices. For more information about how ParentPay uses and stores personal

information plus details of other agencies they may share it with, please visit: GDPR | How We Use Your Data | ParentPay

8. SmartLog

We also use SmartLog to notify parents/carers via email of any accidents or bumps that children may have. We will pass on, name, date of birth, class name, child's gender, year group, class name, address, parent/carer name, relationship to child, parent/carer contact phone number and parent/carer email address. For more information about how SmartLog uses and stores personal information plus details of other agencies they may share it with, please visit: Frequently Asked Questions | Safesmart

9. Absolute Education

Absolute Education is an online platform that helps schools record, manage, and analyze student participation in extracurricular activities. We will pass on, name, date of birth, class name, child's gender, year group, class name. For more information about how Absolute Education uses and stores personal information plus details of other agencies they may share it with, please visit: https://absolute-education.co.uk/

10. School

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 Mrs.H Simcox, Headteacher. 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 additional information in regard to the use of photographs, videos, educational learning software, communication through texting service and on-line payment service. Where you have given your consent in regard to these and other services, please note that you have a right to withdraw your consent at any time and please contact the school to do this.

Fordbridge Primary School

Crabtree Drive, Chelmsley Wood
Birmingham B37 5BU

Telephone: 0121 779 8040
E-mail: office@fordbridge.solihull.sch.uk
Website: www.fordbridge.solihull.sch.uk

Headteacher: Mrs. H Simcox

Contact

For more information on the content of this Notice, how Fordbridge Community Primary School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Mrs. H Simcox - 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

For more information about how the DfE stores and uses information about pupils, you can visit the following website: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data or contact them on Tel: 0370 000 2288 or via https://www.gov.uk/contact-dfe