



## Summerfield Education Centre

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### **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 Data Protection Act to take care of all information and we take this responsibility seriously

The information we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance, behaviour and safeguarding 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), external agencies working with your family and the DfE.

# Pupil Information: How we use it

## 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. Youth Support Services *[For schools/academies with students aged 13+]*

Once our pupils reach the age of 13, the law requires us to pass on certain information to *Solihull MBC/LA* 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 *Solihull MBC/LA* by informing *Karen Anderson*. 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) / Early help.

### 3. Attendance and Welfare Support *(A separate Notice is available)*

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 attendance information and family contact information to this team. More information about how CSAWS uses and stores personal information can be found on a separate Privacy Notice – Pupil Attendance and Welfare Information

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

### **3. Careers Guidance**

Summerfield Education Centre utilises the Services of Careers Guidance Solihull to support careers Guidance and information will be passed regarding pupil aspirations with families contact details for post 16 learning.

### **4. Vocational Placement Providers**

If your child accesses Alternative Vocational Provision as part of their timetable, then their personal details, family contact information, risk assessment and consent will be shared with providers. You will be asked for your consent prior to Alternative Placements being sourced.

### **5. 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 Centre. 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 students on our Fair Processing Notice at the initial induction meeting, 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 Summerfield Education Centre complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact the Head of Centre who will respond or investigate the matter.

## Pupil Information: How we use it

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>

### Temperature taking and complying with the GDPR and Data Protection Act

Summerfield will be taking the temperature of each pupil and member of staff on entry to the school. Summerfield will ensure that processing information that relates to an identified or identifiable individual will comply with the GDPR and the Data Protection Act 2018. That means handling it lawfully, fairly and transparently.

Personal data that relates to health is more sensitive and is classed as 'special category data' so it must be even more carefully protected.

Data protection law does not prevent Summerfield from taking the necessary steps to keep staff and the public safe and supported during the present public health emergency, but it does require you to be responsible with people's personal data and ensure it is handled with care. <https://ico.org.uk/media/about-the-ico/policies-and-procedures/261763/ico-regulatory-approach-during-coronavirus.pdf>

Due to its sensitivity, health data has the protected status of 'special category data' under data protection law. As such, Summerfield must identify a relevant condition for their processing. The relevant condition will be the employment condition in Article 9 (2) (b), along with Schedule 1 Condition 1 of the DPA 2018.

Summerfield has produced a DPIA which includes the following:

- the activity being proposed;
- the data protection risks;
- whether the proposed activity is necessary and proportionate;
- the mitigating actions that can be put in place to counter the risks; and
- a plan or confirmation that mitigation has been effective.

## Pupil Information: How we use it

Summerfield will ensure that they are taking measures in order to not collect too much data, it will be:

**Adequate** – enough to properly fulfill the stated purpose;

**Relevant** – has a rational link to that purpose; and

**Limited to what is necessary** – we do not hold more than we need to for that purpose

Staff and parents/carers have been informed regarding temperature checks. A copy of the DPIA has been emailed to staff and made available for parents/carers.

As an employer, it is our duty to ensure the health and safety of all our employees. Data protection doesn't prevent us doing this, and should not be viewed as a barrier to sharing data with authorities for public health purposes, or the police where necessary and proportionate.

Pupil Name: .....

Name of Parent/Carer: .....

Signature: ..... Date: .....