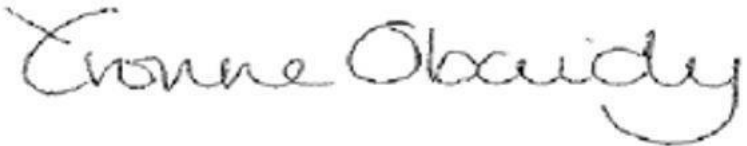


Date Agreed: 15 <sup>th</sup> February 2022
Review Date: December 2022
Chair of Management Committee: 



## **Summerfield Education Information Processing Activity**

**Principal Activity:** Education establishment

**Organisation Name:** Summerfield Education Centre

**Address:** Bosworth Centre, Auckland Drive, Birmingham. B36 0DD

**County:** West Midlands

**Country:** England

**Data Protection Officer Contact:** Solihull Local Authority, Council House, Manor Square, Solihull B91 3QB

### **Nature of work**

We educate secondary school pupils. The information we collect is detailed in the 'Information and How we use it' policy.

### **Why we need your information**

We collect, use and store personal information to record pupil progress, ensure safeguarding and access services. We also process the personal information to fulfil our duties under relevant legislation.

We will use your personal information for the purposes outlined above and always in line with our responsibilities, where there is a legal basis and your rights under Data Protection law. We will process personal information:

for the purpose for which you provided the information

- [e.g.] to enable us to communicate with you and provide the services you need or are entitled to
- [e.g.] to meet legal requirements
- [e.g.] to monitor our performance in providing services to you; to gather statistical information to allow us to plan future provision of services and to obtain your opinion about our services

- [e.g.] to process financial transactions including payments directly involving us or where we are acting on behalf of other government bodies
- [e.g.] where you have given your consent for us to do so
- [e.g.] where it is necessary to protect individuals from harm or injury
- [e.g.] to comply with legal obligations or for us to seek legal advice or undertake legal proceedings.

### **Types of information processed**

We process a variety of information relating to the above purpose(s) which includes [list all the types of information processed for these purposes, providing as much detail as is appropriate]:

- [e.g.] contact details
- [e.g.] full name
- [e.g.] date of birth
- [e.g.] family details
- [e.g.] financial/bank details
- [e.g.] profile photographs
- [e.g.] medical information

We process the above special categories of information because we have your consent / it is necessary for the purposes of carrying out the obligations and exercising the specific rights of the School or for you, the data subject in the field of employment and social security and social protection law / it is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems.

If you provide us with the personal information of others, for example, contact details in case of emergency or when you may not be available please ensure they are aware their information has been passed to the school.

### **Who information is processed about**

The categories of individuals who we process information about for the specified purpose(s) include:

- [e.g.] pupils
- [e.g.] parents
- [e.g.] staff
- [e.g.] persons contracted to provide a service
- [e.g.] visitors

## **Who information may be shared with**

To enable the service, we share information with external agencies:

- [e.g.] Solihull MBC, the Local Authority
- [e.g.] NHS and its local Trusts
- [e.g.] Children's Services
- [e.g.] Past and prospective employers
- Professionals associated with the referral process [e.g. Solihull Inclusion Services or Specialist Assessment Service]
- We may also share information with law enforcement agencies and bodies, such as the Police and other Local and Central Government agencies, for the prevention and/or detection of crime and fraud.

## **How long we will keep your information**

We will not keep your information any longer than needed. The information we collect, use and stored for the described activity/service is retained either until it is updated/superseded or until the pupil leaves or 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]. Information will always be securely disposed of.

## **How to access your information?**

Data Protection law allows an individual to request and receive a copy of information the school we hold about them. If you would like to make a request or would like more information about this, please contact the Head Teacher.

We aim to always keep your information accurate and up to date. You can help us to do this at any time by letting us know if any of the information you have given us, such as your address, changes. If you have concerns about our use of the personal information we hold please let us know.

## **Consent**

We have collected consent to process information about/on initial interview e.g. photos, 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 Teacher, 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).