Our Lady of Compassion Catholic Primary School

Kineton Green Road

Olton Solihull B92 7EG

T: 0121 706 9508

E: office@olc.solihull.sch.uk W: [www.olc.solihull.sch.uk](http://www.olc.solihull.sch.uk/)

Our Lady of Compassion School – Use of Data

# 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 including the Education Act 1998 and the 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, any baptism information, 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*](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, the DfE and the Archdiocese of Birmingham is necessary to ensuring that all children are safe and receiving suitable education.

# Local Authority and Department for Education

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We are required, by law, to pass certain information about our pupils to the LA, and the DfE. The Archdiocese of Birmingham also collects certain information. 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>

# Attendance and Welfare Support

We have contracted Mrs Anita Gray to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass the name, address and telephone numbers of parents and children as well as school attendance data to her. The EWO does not hold any third party data and fully abides by the school data protection policy and national legislation. The EWO undertakes any interventions on behalf of the school and the data remains with the school as the data controller.

# 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 see https://[www.birminghamandsolihullccg.nhs.uk/about-us/data-protection.](http://www.birminghamandsolihullccg.nhs.uk/about-us/data-protection.)

# Further routine sharing

Parents’ telephone and email addresses are also shared with Teacher to Parents as part of our messaging system.

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SIMS is a central system where pupils and parents’ data is held and we therefore share information with Capita Sims.

EMV our entry system holds pupil/staff/parent information for name and sign in/ out time. The photograph is stored for specified amount of time.

“CPOMs” is our online system where we hold concerns about children. This includes their name and date of birth as well as any concern.

We use several online systems to help the children with the curriculum. These hold the children’s name, date of birth and log in details.

Wrates are our current photographers. They hold the children’s information so that the photographs can be uploaded to SIMS.

Coolmilk holds children’s names and dates of birth and parents email for the purposes of providing milk to the children

Parent Pay holds personal and financial details of parents and details of children.

The MAC has bought in to Evolve which is a trip and associated risk assessment tool. Children’s names, dates of birth and classes are stored on this.

We use PUMA and PIRA tracking systems which holds children’s names dates of birth and assessment information are held on this.

SISS provides additional support to certain children. Their names, dates of birth and parental contact details are shared as needed.

# 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.

# CCTV

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We have CCTV on site. This information is required for security and health and safety. It will be shared when needed as required by law. The photographic information on this is stored for 28 days.

# Clubs

Pertinent information about children will be shared with clubs if needed.

# 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 A Donnelly via the school office, who will respond or investigate the matter**.** 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 publish photographs of/information about pupils in media such as our school website; please note, you have a right to withdraw or update your consent at any time for use of these and can contact the school to do this.

# Contact

For more information on the content of this Notice, how Our Lady of Compassion School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact the school office (office@olc.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

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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>