

Pupil Information: How we use it

Principle activity: Education establishment

Organisation name: Reynolds Cross School

Address: Kineton Green Road, Olton B92 7ER

**County: West Midlands and Green Lane Site, Green Lane,
Shirley B90 1AE**

Country: England

Data Protection Officer Contact: Available via School office



What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers. We will use your personal information for the purposes outlined below and always in line with our responsibilities, where there is a legal basis and your rights under Data Protection law.

We will use the information 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 the current legislation (Data Protection Act 1998)

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 aim to always keep your information correct and up to date. You can help us to do this at any time by letting us know if 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.

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We will also receive this type of personal information, where relevant, from the previous school 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 ensure 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

Once our pupils reach the age of 13, the law requires us to pass on certain information to *Solihull Local Authority* that has 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 Local Authority by informing *the School Office*. *This right is transferred to the child once he/she reaches*

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the age 16.

3. 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 and how to access your information

Data Protection law allows an individual to request and receive a copy of the information we hold about them or their children. If you would like to make a request or would like more information about this please contact School Business Manager.

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 will collect consent for use of photographs throughout school and to share on our website. If there is an opportunity to share with outside agencies i.e. press, you will always be consulted separately. Please note you have a right to withdraw consent at any time and can contact the school office to do so.

Contact

For more information on the content of this Notice, how Reynalds Cross School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact School Business Manager 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

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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 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>