Castle Bromwich Junior School

Where together we can learn, work and succeed.

GDPR – FAIR PROCESSING NOTICE

Date – April 2026

Reviewed by – Mrs J Whitehouse

Review date – April 2028

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.

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), gender, photographs, 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) and the DfE.

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. Attendance and Welfare Support

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 ***child name, date of birth, family information and attendance patterns*** to this team.

3. 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.

4. 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.

CLASS DOJO

We make specific mention of this communication tool due to its links to the USA with much more limited Data
Protection legislation than in Europe. Information shared on Dojo should be very brief and generic in nature, personal or confidential information and photos should be shared via another means.

Please see Class Dojo privacy notice which relates to all users: https://www.classdojo.com/privacy/

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 **Julie Whitehouse** on office@cbjs.solihull.sch.uk. 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.

CONTACT

For more information on the content of this Notice, how **Castle Bromwich Junior School** complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact **Julie Whitehouse** on office@cbjs.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

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

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