Privacy Notice for Parents and Pupils

BLOSSOMFIELD
Infant School

BLOSSOMFIELD INFANT & NURSERY SCHOOL

BLOSSOMFIELD CHILDCARE

HOW WE USE YOUR INFORMATION
2025 - 2026

Who are we?

Blossomfield Infant and Nursery School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Blossomfield Infant and Nursery School is registered as the Data Controller with the Information Commissioner's Office (ICO) - registration number: Z6947120.

You can contact the school as the Data Controller in writing at:
Blossomfield Infant School, Eastcote Close, Shirley, Solihull B90 3QX or by email: office@blossomfield.solihull.sch.uk.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our parents and pupils.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, the processing of genetic data or biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

Please note that some of this data may apply to current pupils, pre-admission pupils or leavers.

- Personal information including a pupil's name, date of birth, gender/sex, unique pupil number, home address and photo
- Year group
- Characteristics such as ethnicity, language, SEN, EAL, FSM, PP status, nationality, and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and email addresses – please remember to tell third parties that you have shared their information with us
- Information about a child's home life (where required as part of necessary safeguarding and welfare processes)
- SEN information
- Safeguarding information

Please note that these are not exhaustive lists. Further detailed information is available by contacting the School Data Controller/Data Protection Officer (Catherine Harding) or please see the Department for Education (DfE) Common Basic Data Set, here: *https://www.gov.uk/government/publications/common-basic-data-set-cbds-database*

We may also receive the above types of personal information, where relevant, from the previous school/nursery and from the Local Authority (LA) and the DfE.

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;
- to follow and report on our pupils' progress;
- to provide the right care and support for our pupils;
- to understand how well our school is doing as a whole;
- to safeguard pupils;
- to fulfil our duties under relevant legislation and regulations;
- to share medical information with Public Health agencies; and
- for archiving purposes in the public interest.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us of if you have a choice.

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), doctor details, disability information (if relevant), gender, ethnic group, nationality, spoken languages, and any relevant medical information.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information. You can request to see the lawful reasons for each category of personal information collected about you from the School Data Controller. The lawful reasons will fall into one of the following categories:

1 To comply with the law
We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the School by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

2 To protect someone's vital interests
We are able to process personal information when there is an emergency and/or where a person's life is in danger.

3 With the consent of the individual to whom that information 'belongs'
Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used (eg photographic consent). Please note that your consent can be withdrawn at any time by contacting the School office.

4 To perform a public task
It is a day to day function of the School to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that are properly educated and supported.

5 Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

1 that we have explicit consent of the data subject
2 it is necessary for preventative or occupational medicine, or for reasons of public interest in the area of public health
3 processing relates to personal data which is manifestly made public by the data subject
4 it is necessary for establishing, exercising or defending legal claims
5 it is necessary for reasons of substantial public interest
6 it is necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information can be obtained from the School Data Controller.

Who might we share your information 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. We do not share information about our pupils or parents unless the law and our policies allow us to do so. We routinely share information with:

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.

Attendance data is automatically collected by the DfE via Wonde from our Management Information System in order to analyse and compare attendance of different cohorts. This is achieved using a CBDS file containing definitions for common data items that schools and local authorities use in certain software systems, eg SIMS.

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 Ltd** (CSAWS) to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass any relevant information we hold to this team. More information about how **CSAWS** uses and stores personal information can be found on their website at www.csaws.co.uk .

3 South Warwickshire NHS Foundation Trust

We pass relevant personal information to the NHS Foundation Trust to enable them to carryout checks and monitor weight, vision, height, hearing checks and dental screening.

4 Birmingham Community Healthcare NHS Foundation Trust

We pass relevant personal information to Worcestershire Health & Care NHS Trust to enable the deployment of the School Flu Vaccination Programme.

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.

6 School Cloud Systems

We have contracted Schools Cloud Systems to provide us with a service for on line booking of Parents Evenings. More information about how **Schools Cloud Systems** uses and stores personal information can be found on their website at www.parentseveningsystem.co.uk.

Please note that this is not an exhaustive list. Further detailed information is available by contacting the School Data Controller (Linda O'Malley).

7 SHE Assure Software

SMBC have contracted She Assure for schools to use in order to report accidents, near miss events, violent incidents, fire, property or environmental related incidents.

8 Microsoft Teams

This will be used where remote learning is required, for example, when a whole class bubble has been closed due to Covid. Teachers will conduct lessons virtually with each pupil being able to see one another and the teacher. Please refer to the School's Remote Learning Policy for more detailed information.

9 National Tutoring Programme (NTP)

This is a Government initiative introduced to support schools address the impact of Coronavirus on pupil learning. The Partners involved in this programme are below. These Partners are recognised as joint Data Controller:

- The Department for Education (DfE) – funding
- Education Endowment Foundation (EEF) – management and administration of the programme
- National Foundation for Educational Research (NFER) along with Kantar and the University of Westminster – collectively, the Evaluator.

Information shared by school with the Partners, includes the child's full name, date of birth, UPN, SEN and Pupil Premium eligibility.

10 Purple Mash (provided by 2Simple Software)

This is a digital vault of resources, games, tools and activities to assist with remote learning. To enable each child to have their own individual profile and login, information shared with Purple Mash includes:

- First name
- Last name
- Unique Pupil Number (UPN)
- Class name and year group

If a pupil submits a piece of work via their account, it will remain the property of that pupil but 2Simple are granted a licence to reproduce it although ownership of the work remains with its owner. 2Simple will not disclose any personally identifiable information to any third party.

11 Entrée Visitor Management System (EVM)

EVM is an electronic signing in system for use by all visitors to school. It will ask visitors for their full name, contact telephone number (for tack and trace purposes) and vehicle registration number if parked on school site; it will also log arrival and departure times. This data will only be visible to a small number of school staff with Management rights to the system.

12 MyConcern

MyConcern is a cloud based system used by School for recording and sharing of information relating to the safeguarding of pupils. The system is for internal use unless a pupil's record needs to be shared with their next school. Information will be shared only where necessary with parents and appropriate school staff. Access to MyConcern is restricted by username and password and levels of access vary according to job role. MyConcern cannot do anything with the data unless specifically instructed by School.

13 Education Software Solutions (ESS)

ESS are taking over from Capita to provide our school Management Information System. This system includes information that parents have supplied in relation to themselves and their child/ren when admitted into school. Please refer to section "What personal information do we process about pupils and parents?" This list is not exhaustive and a full list can be requested via the school office.

14 Essential Letters and Sounds

ELS is a web-based systematic synthetic phonics programme (SSP), validated by the DfE. It is accessed via a log in to Oxford Owl and uses consistent terminology and resources with phonics lessons; it also allows teachers to conduct assessments with individual pupils. It offers Teachers a Dashboard from which they can access their pupils for the purpose of analysis, training, assessments and management of users.

15 Connect/I-Connect

Connect is a Nursery Management Software System currently used in school and accessed via the school computer system. I-Connect is a platform that connects to the Nursery Management Software via the internet to enable more mobile working and access to other useful tools including taking registers, invoicing etc. It is primarily used for Nursery pupils on the school roll but will ultimately be used by all users of Childcare.

16 Cornerstones - Maestro

Maestro provides teachers with class-based assessment tools to monitor and support children's learning. It includes single subject or whole school curriculums covering Nursery to Year 2. Its tools enable reports to be generated so Teachers can view and monitor children's subject coverage and progress in real time. Learning resources and tests help make quality assessment for learning and accurate teacher assessments.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long we keep your information?

In retaining personal information, the School complies with the Retention Schedules provided by SMBC. A copy of the retention schedules can be made available via the School office.

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.

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer Catherine Harding at: office@blossomfield.solihull.sch.uk or alternatively:

School Data Protection Officer email: schooldpo@warwickshire.gov.uk
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick CV34 4RL
Please ensure you specify which school your request relates to.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you wish to withdraw consent at any time, please contact the School's Data Controller Catherine Harding who will confirm if the lawful basis for using your data permits this.

If you have a concern about the way we are collecting your information or using your personal data, you should raise your concern with School in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns.

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: 0389 999 2288

Contact form: https://www.gov.uk/contact-dfe

Review

The content of this Privacy Notice will be reviewed **10.10.26.**