

## Privacy Notice (How we use pupil and parent information)

Pupil and parent information that we collect for carrying out an eligibility check for benefits-related free school meals under the **Free school meals Guidance for local authorities, maintained schools, academies and free schools**, will be shared with services within the Local Authority (LA) to enable a check to be carried out and relevant other services provided including free school meal vouchers during school holidays and HAF provision.

### The categories of pupil and parent information that we collect, hold and share include:

- Pupil personal information (such as name, unique pupil number and address).
- Pupil Attendance information (school attended and year group of pupil).
- Parent personal information (such as name, address, phone number, email address).
- Parent Data for eligibility check (National Insurance number and data of birth).

### Why we collect and use this information

We use the pupil and parent data:

- to carry out eligibility checks for benefits-related free school meals.
- to provide free school meals vouchers during school holidays.
- to provide HAF code to parents and information on Solihull HAF activities.
- to notify schools automatically of eligible children so they can be provided with a free meal.
- to meet the statutory duties placed upon us for DfE data collections.

### The lawful basis on which we use this information

We collect and use pupil and parent information under the Education Act 1996 and School Census.

Information can be found in the census guide documents on the following website

<https://www.gov.uk/guidance/complete-the-school-census>

### Collecting pupil and parent information

The parent and pupil information you provide to us is mandatory for us to be able to carry out an eligibility check for benefits-related free school meals. 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 or if you have a choice in this.

## Storing pupil data

We hold pupil data for the duration that they are on roll at a Solihull school. We hold parent data for the duration that they are eligible for benefits-related free school meals.

## Who we share pupil and parent information with

We routinely share pupil information with:

- our Local Authority (LA)
- the Department for Education (DfE)

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education go to <https://educationhub.blog.gov.uk/2022/10/07/the-school-census-what-you-need-to-know/>

## National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis

- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection and freedom of information act legislation, 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 be given access to your child's educational record, contact Solihull MBC's Corporate Information Governance Manager on [infogov@solihull.gov.uk](mailto:infogov@solihull.gov.uk) or call 0121 704 6000.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Rosie Ratcliffe  
Family Information Service Manager  
0121 704 6072 or [rratcliffe@solihull.gov.uk](mailto:rratcliffe@solihull.gov.uk)