Mill Lodge Primary School
Fair Processing Notice

1. Who we are
Mill Lodge Primary School is a maintained primary school and is the data controller for the personal data it processes.

Contact details
Address: Mill Lodge Primary School, Solihull
Email: office@mill-lodge.solihull.sch.uk
Telephone: 01214303010

Data Protection Officer (DPO)

Name: Mrs Joanne Price
Email: s41jprice@mill-lodge.solihull.sch.uk
This notice should be read alongside the school's Data Protection Policy and kept under regular review.

2. Why we process personal data (our purposes)
We collect and use personal data to:
• Provide education and support to pupils
• Monitor progress, attainment, attendance and behaviour
• Safeguard pupils' welfare, health and safety
• Manage admissions, transitions and exclusions
• Communicate effectively with parents, carers and guardians
• Employ, manage and support staff
• Meet our statutory and regulatory obligations
• Improve the quality of teaching, learning and school services

3. The personal data we collect
Pupils – including personal identifiers, school records, assessment data, safeguarding information, SEND, medical and health information, and photographs where appropriate.
Parents and carers – including names, contact details, parental responsibility information and communications with school.
Staff, governors and volunteers – including employment details, qualifications, training records, payroll data and DBS information.

4. Special category and criminal offence data
We process special category data (such as health, SEND and safeguarding data) and, where necessary, criminal offence data in line with UK GDPR and the Data Protection Act 2018, with appropriate safeguards in place.

5. Our lawful bases for processing
We process personal data under one or more of the following lawful bases:
• Legal obligation
• Public task (education and safeguarding functions)
• Contract (employment and services)
• Vital interests (to protect life)
• Consent (where required, e.g. photographs)
Where consent is used, it may be withdrawn at any time.

6. Who school share personal data with
We may share data with the local authority, Department for Education, examination bodies, safeguarding partners, health professionals, and trusted contractors who support school systems and services.
All third parties are required to process data lawfully and securely.

7. International transfers
We do not routinely transfer data outside the UK. Where this is necessary, appropriate safeguards will be put in place.

8. Data retention
Personal data is retained only for as long as necessary. We follow the school's retention schedule in line with education sector guidance.

9. Individual rights
Individuals have the right to access their data, request rectification or erasure (where applicable), restrict or object to processing, withdraw consent, and complain to the ICO.
Requests should be made to the Data Protection Officer.

Children's rights
Personal data belongs to the child. Parental requests will be considered in line with the child's age, maturity and understanding.

10. Automated decision-making
The school does not use automated decision-making.

11. CCTV, photographs and video

CCTV is used for safeguarding and security. Photographs and videos may be used to support learning and celebrate achievement, with consent where required.

12. Data security
We use appropriate technical and organisational measures to protect personal data against loss, misuse or unauthorised access.

13. Review and updates
This notice is reviewed regularly and updated to reflect changes in legislation, guidance or school practice. It is the responsibility of the headteacher to update with DPO.