



MAIDENSBRIDGE PRIMARY SCHOOL

Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Maidensbridge Primary School, Beachcroft Road Wall Heath, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs K Thomas, Headteacher (see 'Contact us' below).

Why do we collect and use pupil information?

We collect and use pupil information under the following Acts of Parliament and associated legislation:

The Education Act, amendments and accompanying regulations – For example; Section 537A of the 1996 Act enables the education setting to collect information to perform the Department of Education's termly census. Section 40(2) (a) of the Childcare Act 2006 - early year's foundation stage and Section 87 of the Education Act 2002 - key stage 1 and key stage 2, enables primary age education settings to collect information for the assessing and reporting of the national curriculum.

There are various versions of the Education Act both preceding and following the 1996 Act that have influence on what information is required and how it is processed such as: The Education Reform Act 1988, Further and Higher Education Act 1992, Education Act 1994, School Standards and Framework Act 1998, Teaching and Higher Education Act 1998, Education Act 2002, Higher Education Act 2004, Education Act 2005, Education and Inspection Act 2006 and Education Act 2011, The Education (Pupil Information) England Regulations 2005 and associated regulations and statutory instruments.

Where appropriate we also rely on:

The Children Act and subsequent amendments
The Common Law Duty of Care (Children's Act 1989)
Health and Safety at Work Act 1974
Keeping Children Safe in Education
Working Together to Safeguard Children
Equality Act 2010
The Disability Discrimination Act,
Special Educational Needs (SEN) Code of Practice
Safeguarding Vulnerable Groups Act
Limitation Act 1980
General Data Protection Regulation
Data Protection Act

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed below for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, gender, religion, date of birth, free school meal eligibility)
- Special educational needs (including the needs and ranking)
- Safeguarding information (such as court orders and professional involvement)
- Medical conditions and administration of medication (such as doctor's information, child health, dental health, allergies, mental health, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, any previous schools attended)
- Assessment and attainment information (such as EYFS, Key Stage or internal academic assessment information)
- Photographs
- Behavioural information (such as exclusions)
- Details of any support received, including care packages, plans and support providers

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

For a further example of the information typically 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>

Collecting pupil information

We collect pupil information via:

- Registration forms at the start of the school year
- Common Transfer File (CTF) or secure file transfer from previous school
- Amendment forms provided by a parent/carer during the school year

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 at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

We intend to collect consent to process information for photos, school trips, in-school activities and web-based learning programmes; please note, you have a right to withdraw consent at any time and can contact the school to do this. If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure that 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/nursery and may also receive information from the Local Authority (LA) and the DfE.

Storing pupil data

The information we collect, use and store about pupils and their parents/carers is retained on our computer systems and in paper files, either until it is updated/superseded or until the pupil leaves the school where it will be passed on to the receiving school in accordance with the Education (Pupil Information) England Regulations 2005. Records are retained by a Secondary school for the period of 25 years from the Date of birth of the Child. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Further information on how long the school retains information can be seen in the Data Retention Policy on School website.

Who do we share pupil information with?

We routinely share pupil information with:

- relevant staff within the school
- schools that the pupil's attend after leaving us
- pupil's family and representatives
- our local authority to meet our legal obligations to share certain information such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- Health & social care welfare Services (Speech & Language Therapists, Ed psychologists) Asthma register
- Dudley attendance support service (E.I.S)
- RM and services provided by Dudley Grid for Learning (DGFL)
- E-Safe Monitoring Service
- Micro Librarian Systems (books taken out on loan)
- Evolve, School Money – recording of school meal request, trips, uniform, ticket sales
- RM Integris – Management information system, contact details, medical conditions, d.o.b
- SpAG .com KS1 & KS 2 tests
- eduspot.co.uk
- School Money – system for collecting dinner money, activities, trips & uniform
- Times Table Rock Stars – maths learning platform
- Office 365 – emails communication platform
- Dudley Performing Arts (music lessons)
- Papercut – photocopies services
- Oxford Press – online support for reading
- CPOMS – recording of behaviour, attendance and safeguarding concerns
- Microsoft online services – Microsoft eg Teams
- Espresso Coding – education platform
- Purple Mash – education platform
- CenturyTech- educational platform

- Scholar- data tracking system
- Tapestry- online learning journeys for Reception
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Kids Club (when appropriate)
- Financial organisations
- Central and local government
- Our auditors
- Wonde – FSM data sharing information
- Tempest Photographers – school photos
- Survey and research organisations
- Professional advisers and consultants
- Our regulator – Ofsted
- InVentry – access control when arriving late or attending an appointment during the school day
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Educators and examining boards
- School Life- Infectious Disease Reporting
- Renaissance Learning-Accelerated Reader
- Edukey- SEN
- Reception Baseline

We are committed to working with the local authority in protecting and safeguarding children and young people in the Borough. As a consequence we intend, where relevant to do so, share information with the Multi-Agency Safeguarding Hub (MASH) which is a co-located arrangement of agencies including the local authority, Police, NHS Trusts and Probation Service integrated into a multi-agency team.

The MASH is the single point of contact for safeguarding concerns, the MASH share information appropriately and securely on children or young people in order to take timely and appropriate actions. The teams also provide information and advice across a range of child and family services.

Where a pupil/parent/carer has been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at the local authority. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties’.

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 and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Local Authorities

We may be required to share information about our pupils with local authority to ensure that they can conduct their statutory duties under the Schools Admission Code including conducting Fair Access Panels.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: section 3 of The

Education (Information about Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for personal information, or be given access to your child's educational record, contact: Mrs K Thomas, Maidensbridge School, Beachcroft Road, Wall Heath.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed: and
- A right to see redress, either through the ICO, or through the courts

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

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The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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.

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

Sharing by the School

The law allows the School to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you.

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

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

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF
Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

Approved January 2019 Version 2

Reviewed Sept 2019

Reviewed April 2020 Version 3

Reviewed September 2020 Version 4

Next review April 2021

Reviewed September 2021 Version 5