

Privacy Notice 2024-25 Straits Primary School

Privacy Notice (How we use pupil information)

We Straits Primary School are the data controller for the purposes of Data Protection Law.

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 years 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
- Health and Safety at Work Act
- Working together to Safeguard Children Guidelines (DfE)
- Equality Act 2010
- The Disability Discrimination Act,
- Special Educational Needs (SEN) Code of Practice
- Safeguarding Vulnerable Groups Act
- Limitation Act 1980

We collect and use pupil information, for the following purposes:

- 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



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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 and administration (such as doctors information, child health, dental health, allergies, 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, phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

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 or Common Transfer File (CTF) or secure file transfer from previous school.

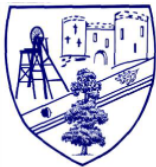
Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you 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 photographs and school trips; 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 (plus 6 years if SEN information). Further information on how long schools retain information can be seen in the Data Retention Policy.



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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
- our local authority
- the Department for Education (DfE)
- Health Services
- Dudley Youth Support Services
- Tucasi
- Dudley Performing Arts
- E-Safe monitoring Service (Smoothwall)
- Just2easy
- Microsoft Online Services
- Microsoft Office 365
- RM Education
- Arbor Education
- Purplemash
- Flash Academy
- CPOMs
- My Maths
- Revolution traded service portal
- Primarysite
- School Nurse
- NHS
- LA Education Investigation Services
- Parenthub (the school is relying on legitimate interests as its lawful basis. There is an expectation that parents will be updated in a timely manner about anything that will impact upon their child whilst they are at the school. The most appropriate method to provide parents with this information is via the School messaging service.
- Wonde will be used to obtain personal data from the schools management information system to ensure the management and distribution of winter grant food vouchers.
- Wonde is also used to transfer personal information from the schools' information management system to Flash Academy, Primary Site and Fischer Family Trust.
- Speech and Language, Educational Psychology and Learning Support Teams provide an intervention to help children with their speech and language. This service is delivered by a third party.

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 Dudley Children's Front Door (DCFD) 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 DCFD is the single point of contact for safeguarding concerns, the DCFD share information appropriately and securely on children or young people in order to take timely



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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 the 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.



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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 your personal information, or be given access to your child's educational record, contact Paul Freear, Headteacher or James Guy our Data Protection Officer.

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 seek 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.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager.

Last updated

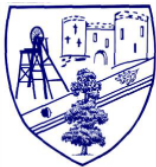
We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 5th February 2025.

Contact:

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



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How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

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.

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-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department 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:



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<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/dfе-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>

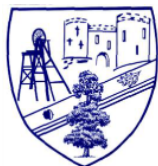
To contact DfE: <https://www.gov.uk/contact-dfe>



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Third Party Apps

Name of App	What does it do	Further Information	GDPR
Evolve	Evolve is an online risk assessment for educational visits	For further information, please visit the Evolve website	Evolve and GDPR
GovernorHub	GovernorHub manages the Governor, Local Authority, and School relationship. Governor data relates to name and e-mail address, any information the school chooses to provide respecting their Governors such as address, phone number(s), date of birth, ethnicity, health, etc	For further information, please visit the GovernorHub website	GovernorHub Privacy Notice
J2e Creative Tool Suite	The j2e Tool Suite is a collection of online educational tools specifically designed to engage, motivate and inspire. j2e is an online, fun, creative environment. Text, graphics, animations, sounds, videos, and embedded objects can be combined on a single web page, with unlimited storage for files and the ability to blog at the click of a button	For further information, please visit the j2e Tool Suite website	London Grid for Learning Privacy Notice
Just2easy	J2E is an online creativity tool designed for education. It provides access to a range of on-line tools and resources for pupils and teachers. Access to the J2E resources is through the school's learning platform provided by RM Education	For further information, please visit the Just2easy website	Just2easy Privacy Notice
Micro Librarian Systems	MLS provides a self service library management system promoting reading and information culture, motivating independent readers and learners for life whilst developing ICT skills. MLS Connect provides a tool to quickly update the library information directly from the school administration system in one smooth process, establishing a dynamic read-only link that can update pupil and staff details including photos and email addresses etc instantly	For further information, please visit the mls website.	MLS Privacy Notice
Microsoft Teams	Microsoft Teams is part of Office 365 and allows schools to communicate with staff, School Governors, parents and other key stakeholders. Using Microsoft Teams it is also possible to set up a 'Live Event' whereby members of staff can present live to viewers	For further information, please visit the Microsoft website	Microsoft Privacy Notice



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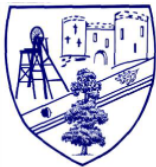
	who can be invited by an invite link. The event is one-way only and may be suitable for schools to deliver messages to large numbers, e.g. a virtual school assembly		
ParentHub	Parent communication system. Parents can access school information on their iPhone and Android smartphones via an online portal through the app. This can include quick updates, pictures, letters and more. Teachers can create class channels to engage with parents and schools can communicate its activities through broadcasts, newsletters and invites	For further information, please visit the ParentHub website.	ParentHub Privacy Notice
Phonics Play	PhonicsPlay provides resources to support children's learning. Children should only use the site with the involvement of parents, guardians or teachers. Information asked includes name (of adult), e-mail address, school name and address	For further information, please visit Phonics Play website	PhonicsPlay Ltd Privacy Notice
Purple Mash	Purple Mash provides a range of on-line creative tools, curriculum focused applications and resources to support and inspire pupils and teachers throughout the curriculum. They are hosted completely online and are web browser driven	For further information, please visit the Purple Mash website.	Purple Mash Privacy Notice
RM Integris	A school management information system to help the school record pupil progress, set targets and analyse all assessment, attendance and behaviour for individuals, groups, classes and years	For further information, please visit the RM Integris website	RM plc Privacy Policy
RM Unify	RM Unify is an operating system to manage and access the school's online services. RM Unify is used to manage Office 365 and G Suite for Education accounts. RM Unify enables users to access all teaching and learning resources online using one username and password	For further information, please visit the RM Unify website	RM plc Privacy Policy



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Scratch	Scratch is a visual programming language and online community targeted primarily at children. Using Scratch, users can create online projects and develop them into almost anything by using a simple block-like interface. In setting up an account Scratch ask for a username, country, birth month and year, gender and personal e-mail address	For further information, please visit the Scratch website	Scratch Privacy Policy
Talent Link	Talent Link is an applicant tracking system used by schools to support their end-to-end recruitment process needs. These include CRM, job approvals, job posting, social media integration, career site development, applying online, selection process management including shortlisting, assessment integration, interview scheduling, offers and contract generation and onboarding	For further information, please visit the Talent Link website	Talent Link Privacy Notice
Times Tables Rockstars	Times Tables Rockstars provides online times tables practice for pupils and an overview for teachers. They are hosted completely online and are web browser driven. Access to Times Tables Rockstars resources is through the school's learning platform. To administer accounts the name of the pupil, year group and maths class is obtained	For further information, please visit the Times Tables Rockstars website	Time Tables Rock Stars
Twinkl	Provides teacher created planning and assessment materials and teaching resources. Personal information collected is e-mail address; username; password and where appropriate occupation. Additional personal data may be collected if supplied to Twinkl	For more information, please visit Twinkl website	Twinkl Privacy Policy
Wonde	Wonde enables accessibility to personal data from the school's Management Information System to deliver a variety of apps and services on behalf of the school. As such Wonde ensures information security and enables the school to manage what access is given to personal data hosted on the school's Management Information System	For further information, please visit the Wonde website	Wonde Privacy Notice
YouTube	YouTube as a platform for uploading videos in relation to promoting the school and its activities. This can relate to school curriculum, showcasing school facilities,	For further information, please visit the You Tube website	You Tube Privacy Notice



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	<p>providing a platform for prospectuses, etc. The school will ensure that any videos uploaded by the school are unlisted, i.e. they do not appear in any search function and the links to the videos in the school's channel can only be shared by the school to the intended recipients (i.e. parents)</p>		
CPOMS	<p>CPOMS is the trusted provider of safeguarding, wellbeing and pastoral software used by over 20,000 settings worldwide. Its systems support a wide range of establishments, including nurseries, primary and secondary schools, colleges, charities and sports clubs, in ensuring the wellbeing of pupils and staff.</p> <p>The systems also aid Local Authorities by simplifying the sharing of sensitive pupil information to streamline the safeguarding process.</p>	<p>For further information, please visit the CPOMS website</p>	<p>CPOMS Privacy Notice</p>
My Maths	<p>MyMaths is a whole-school interactive resource for use in the classroom and at home that is easy to use alongside any other maths resources to consolidate learning.</p>	<p>For further information, please visit the MYMATHS website</p>	<p>MYMATHS Privacy Notice</p>