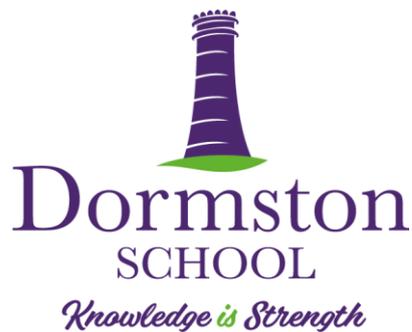


# Privacy Notice

## Pupils



<b>Approved by:</b>	<b>Date:</b>
<b>Last reviewed on:</b> August 2021	
<b>Next review due by:</b> August 2021	

### How we use pupil information

We, The Dormston 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.

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:

- support pupil learning
- monitor and report on pupil attainment progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe (food allergies, or emergency contact details)
- meet the statutory duties placed upon us for DfE data collections
- 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 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, 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 and 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 collection, e.g. photos, school trips, biometric fingerprinting, use of names in publications, use of photographs within the media; 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 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. Further information on how long schools retain information can be seen in our Retention Policy.

### **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
- YETI (youth support services)
- SOFTLINK Oliver v5 (Library management system)
- ParentPay (payment service for school dinners/trips etc.)
- Groupcall Messenger
- Microsoft Online Services – Microsoft Office 365
- RM Education
- NetMedia
- **CapitaSIMS (pupil information management system)**
- **CPOMS (Child protection and safeguarding management system)**
- **Cunninghams Cashless Catering (software used for sale of food products and to store information of medical information/allergies related to the catering service)**
- **Go4Schools (pupil information management system)**
- **Education Investigation Services (The Education Investigation Service (EIS) is Dudley Local Authority's statutory service for the enforcement of school attendance and other education related legal interventions for children in employment, children in entertainment and elective home education)**

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’.

Netmedia provide us with our Parents Evening Booking System. This is an online system which enables parents/guardians to make a booking to see teaching staff at a mutually convenient time. The online booking system requires the student name, date of birth and parent/carer name and contact details to identify the parent and ensure the correct appointments are offered and made. Records will be deleted at the end of each academic year as part of the year to year roll over.

Groupcall provide us with our text messaging service. This enables us to effectively communicate with parents/carers regarding important school events, school closures etc. the groupcall system requires the student name, learner ID and the named contact from the data collection sheets.

Parentpay is our online paying system as the school operates a cashless system. The system requires students name and learner ID. The school then issues parent/carer with an activation letter to activate the account if they wish.

Cunningham’s Cashless system – this uses biometric data to enable students to use a cashless system for paying for school dinners. A fingerprint is taken and then stored as an algorithm (not fingerprint) to uniquely identify that student with the ParentPay account. This data is only used for this system. Parental consent is sought before taking this data and if permission is not granted then a lunch card will be provided in it’s place. This data is only kept for the duration of the child’s time with us at Dormston

### **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-collectionand-censuses-for-schools>.

### **Youth support services**

#### **What is different about pupils aged 13+?**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach age 16.

For more information about services for young people, please visit our local authority website:

<http://www.dudley.gov.uk/kids/>

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

*It is strongly recommended that pupils and their parents consider the importance and value of the information being shared with Youth Support Services as this information is used to identify young people within Dudley schools who will need support from the Connexions service to move to a positive destination after leaving school and therefore complies with the Raising of the Participation Age.*

A child / pupil once they reach they reach the age of 16 can object to only name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

### **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.

### **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 [info@dormston.dudley.sch.uk](mailto:info@dormston.dudley.sch.uk)

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 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 [info@dormston.dudley.sch.uk](mailto:info@dormston.dudley.sch.uk)

### **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 4th September 2020.

### **Contact:**

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

- Simon Carroll (Deputy Head teacher) [scarroll@dormston.dudley.sch.uk](mailto:scarroll@dormston.dudley.sch.uk) or Philippa Gamble (School Business Manager) [pgamble@dormston.dudley.sch.uk](mailto:pgamble@dormston.dudley.sch.uk)

or

- YourIG Data Protection Officer Service  
Dudley MBC  
The Council House  
Dudley  
West Midlands  
DY1 1HF  
Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)  
Tel: 01384 815607

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