

# Privacy Notice Pupil Information



<b>Also See:</b>	Data Protection and GDPR
	Safe Guarding and Child Protection

<b>Statutory Requirement:</b>	Required	<b>Required on Website:</b>	Required
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**Complete if Applicable**

**Responsible Person:** School Business Manager  
**Date Approved:** September 2022  
**Review Cycle:** Annually  
**Date of Next Review:** Next Review Date  
**Approval Level:** Head Teacher

**Complete if Applicable**

**Print Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

By signing this policy, I am showing I have read, understood and will abide by this policy during my time with Brockmoor Primary School.

## **BROCKMOOR PRIMARY SCHOOL**

### **Privacy Notice**

#### **How we use pupil information**

Brockmoor 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
- 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

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

- to support pupil learning
- to monitor and report on pupil 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 collection
- 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 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 Key Stage or internal academic assessment information)
- 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 when pupils join us, pupil update forms we issue at the start of the school year, Common Transfer File (CTF) or secure file transfer from previous schools.

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 photos 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.

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We will also receive the above types of personal information, where relevant, from the previous educational setting 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 retained by the school will be passed to the child's Secondary School once the child leaves. These records are held for 25 years from the Date-of-Birth. Further information on how long schools retain information can be seen in the Information Records Management Society Toolkit for schools available at this link: [https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

**You can also access our Data Retention Policy for further information. This can be found within then policies section of our 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
- our local authority
- the Department for Education (DfE)
- Health Services, including NHS, School Nurse, Visual and Hearing Impairment Teams, Speech & Language Service
- Autism Outreach
- Learning Support Service
- Education Investigation Service
- EAS (Education Attendance Service)
- EP First – Educational Psychology Service
- Social Care Services, including MASH and Early Help
- RM Education
- Sports Coaches
- SEN Team
- Speech and Language Therapist
- Education Psychologist
- Phase Trust

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We also routinely share pupil information with the following Management Information Systems and Third Party Apps:

Name of the App	What it does it do	
<b>CC4Anywhere (RM Education)</b>	CC4 Anywhere is a private cloud solution that provides secure access to Community Connect 4 networks from anywhere with Internet access, from a huge range of devices. It enables teachers and learners to access their CC4 desktop, applications and all their files from their own devices, whether they're at home or in another country. Lessons can happen anywhere outside, such as on a school field trip, using a mobile device hooked up to the school network via a 3G or wireless connection. Part of the RM Education	
	<b>Further Information:</b>	For more information, please refer to the <a href="#">CC4 Anywhere</a> website
	<b>UK GDPR:</b>	<a href="#">RM Plc Privacy Policy</a>
<b>CPOMS</b>	CPOMS is a software application for monitoring child protection, safeguarding, pastoral and welfare issues. CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and more	
	<b>Further Information:</b>	For more information, please refer to the <a href="#">CPOMS</a> website
	<b>UK GDPR:</b>	<a href="#">CPOMS and UK GDPR</a>
<b>Edukey</b>	A system for managing Learning Plans and Provision Maps designed to assist SEN/ALN Co-ordinators with the management and review of provisions and interventions in their schools.	
	<b>Further Information:</b>	For further information, please refer to <a href="#">Edukey</a> website
	<b>UK GDPR:</b>	<a href="#">Edukey and GDPR Compliance</a>
<b>Evolve</b>	Evolve is an online risk assessment for educational visits	
	<b>Further Information:</b>	For further information please refer to the <a href="#">Evolve</a> website
	<b>UK GDPR:</b>	<a href="#">Evolve and UK GDPR</a>
<b>Flash Academy</b>	Accelerate English language acquisition from 48 home languages, on any device. Supports classroom and remote learning of EAL, ESOL and MFL.	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Flash Academy</a> website
	<b>UK GDPR:</b>	<a href="#">Flash Academy Privacy Notice</a>
<b>InVentry</b>	Electronic signing system for pupil, staff and visitor management	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">InVentry</a> website
	<b>UK GDPR:</b>	<a href="#">InVentry Privacy Notice</a>
<b>J2e Creative Tool Suite</b>	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	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">j2e Tool Suite</a> website
	<b>UK GDPR:</b>	<a href="#">London Grid for Learning Privacy Notice</a>

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<b>Microsoft Online Services – Microsoft Office 365</b>	Microsoft Office 365 is a cloud productivity suite free to establishments in UK education. It provides pupils, teachers, and staff with enterprise-grade communication and productivity services which include email, online document editing and storage space	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Office 365</a> website
	<b>UK GDPR:</b>	<a href="#">Microsoft Privacy Notice</a>
<b>Purple Mash</b>	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	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Purple Mash</a> website
	<b>UK GDPR:</b>	<a href="#">Purple Mash Privacy Notice</a>
<b>Integris</b>	A school management information system to help you record pupil progress, set targets and analyze all assessment, attendance and behavior for individuals, groups, classes and years	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Integris Education</a> website
	<b>UK GDPR:</b>	<a href="#">Arbor Data Protection</a> , <a href="#">Arbor Privacy Notice</a>
<b>Juniper Education Primary Site</b>	We create school websites and branding that reflect your identity and values. From the first meeting we'll get to know what makes you unique and how we can put your school in the spotlight.	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Juniper Education</a> website.
	<b>UK GDPR:</b>	<a href="#">Juniper Education Privacy Notice</a>
<b>Moki</b>	Moki inspires schools to move more by providing an accurate picture of their physical activity. Using a simple wristband that records a students' steps and active minutes, Moki offers educators a unique new way to engage children in their health and wellbeing.	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Moki</a> website.
	<b>UK GDPR:</b>	<a href="#">Moki Privacy Notice</a>
<b>Papercut</b>	PaperCut empowers you to make printing easy again for your end users, whether they're printing from a BYOD or mobile device, and makes your life easy.	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Papercut</a> website.
	<b>UK GDPR:</b>	<a href="#">Papercut Privacy Notice</a>
<b>RM Unify</b>	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	
	<b>Further Information:</b>	For further information, please refer to <a href="#">RM Unify</a> website
	<b>UK GDPR:</b>	<a href="#">RM plc Privacy Policy</a>
<b>School Life</b>		
	<b>Further Information:</b>	
	<b>UK GDPR:</b>	
<b>Smoothwall</b>	Smoothwall is a Linux distribution designed to be used as an open source firewall. Smoothwall is configured via a web-based GUI and requires little or no knowledge of Linux to install or use.	
	<b>Further Information:</b>	For further information, please refer to <a href="#">Smoothwall</a> website

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	<b>UK GDPR:</b>	<a href="#">Qoria Privacy Notice (Smoothwall)</a>
<b>Tapestry: Early Years Foundation Stage Forum</b>	An online journal recording all the learning and fun of children's early years' education. Tapestry allows staff to capture children's learning using ipods and ipads whilst in Nursery and Reception	
	<b>Further Information:</b>	For more information, please refer to the <a href="#">Tapestry Online Learning Journal</a> website
	<b>UK GDPR:</b>	<a href="#">Tapestry UK GDPR compliance</a>
<b>Teachers2Parents</b>	Teachers2Parents provides a service to improve the level of general and emergency communication between a school and its parents through its Messaging Product. This allows schools to simultaneously send text to the mobile phones of parents, staff or other contacts. This can include pupil, staff and attendance data, whilst contact lists for "special interest" groups, e.g. governors, the football team etc, can easily be configured	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Teachers2Parents</a> website
	<b>UK GDPR:</b>	<a href="#">Eduspot Privacy Notice</a>
<b>Times Tables Rockstars</b>	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	
	<b>Further Information:</b>	For further information, please refer to the Times Tables Rockstars website
	<b>UK GDPR:</b>	<a href="#">Time Tables Rock Stars</a>
<b>Wonde</b>	Wonde's innovative data management solution has been designed and built to integrate seamlessly with school MIS', ensuring data is securely maintained.	
	<b>Further Information:</b>	For further information, please refer to the <a href="#">Wonde</a> website
	<b>UK GDPR:</b>	<a href="#">Wonde Privacy Notice</a>

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 to, 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 concern. 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 through:

- CPOMS
- Police Authority
- Children's Services
- Department for Education
- Local Authority
- Governors

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- School Nurse

### 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.**

### 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 the Office Team (School Secretary, Office Manager or Business Manager) at the school.

You also have the right to:

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- 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 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 on 01384 816635 or emailing [info@brockmoor.dudley.sch.uk](mailto:info@brockmoor.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 20<sup>th</sup> September 2022.

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact the School Business Manager on 01384 816635 or emailing [info@brockmoor.dudley.sch.uk](mailto:info@brockmoor.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

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- 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: <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.

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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>