

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

Why do we collect and use pupil information?

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

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

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)

If your child is involved with any of the following agencies, only the relevant data needed in assisting your child's needs will be shared: Speech and Language Therapy (SALT), Learning Support Service (LSS), Educational Psychology (EP), Counselling, Physical and Sensory, Occupational Therapy (OT), Physio, School Nurse, Visual Impaired Team, Hearing Impaired Team, Autism Outreach, Specialist Early Years Service (SEYS), Children and Adolescent Mental Health Services (CAMHS), Diabetes Team, Quarry Bank Unit (Speech and Language), The Special Educational Needs and Disabilities Information Advice and Support Services (SENDIASS).

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 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.

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. Further information on how long schools retain information can be seen in the Information Records Management Society Toolkit for schools available at this link: [School records retention periods](#)

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

Busy Bees Benefits Ltd

Busy Bees Benefits Ltd distribute childcare vouchers.

For more information, please refer to the Busy Bees Benefits Ltd website: www.busybeesbenefits.com

If you are unable to access the website the postal address is:

Latchford House
Shenstone Business Park
Lynn Lane
Shenstone
Staffordshire
WS14 0SB

Tempest

Tempest is a photography service that takes, individual, group and class photographs. For further information, please refer to the H Tempest website: www.htempest.co.uk
If you are unable to access the website the postal address is:

H Tempest Limited
St. Ives
Cornwall
TR26 3HU

Carmel Jane

Carmel Jane is a photography service that takes, individual, group and class photographs. For further information, please refer to the Carmel Jane website: www.carmeljane.co.uk.
If you are unable to access the website, the postal address is:

Carmel Jane Photography
Unit 55, Stubbers Farm
Mountnessing Road
Ingatestone
Essex
CM4 0NY

Computershare Voucher Services Limited

Computershare Voucher Services Limited distribute childcare vouchers. For more information, please refer to the Computershare Voucher Services Limited website: www.computersharevoucherservices.com

If you are unable to access the website the postal address is:

The Pavilions
Bridgwater Road
Bristol
BS13 8AE
United Kingdom

Edenred (UK Group) Ltd

Edenred Ltd distribute childcare and free school meals vouchers. Email addresses are held. For more information, please refer to the Edenred Ltd website: www.childcarevouchers.co.uk
If you are unable to access the website the postal address is:

Childcare Vouchers Ltd.
Registered office:
50 Vauxhall Bridge Road,
London,
SW1V 2RS

Evolve

Evolve is an online risk assessment for educational visits. For further information, please refer to the Evolve website: evolve.edufocus.co.uk
If you are unable to access the website the postal address is:

eduFOCUS Limited
1 Vicarage Lane
Stratford
London
E15 4HF

Fideliti Limited

Fideliti Limited distribute childcare vouchers.

For more information, please refer to the Fideliti Limited website: www.fideliti.co.uk

If you are unable to access the website the postal address is:

Unit 1a Birchwood One Business Park,
Dewhurst Road
Warrington
WA3 7GB

Inventry

Inventry is an electronic logging in and out system for all users of the school.

For more information, please refer to the inventry website: <https://inventry.co.uk/>

If you are unable to access the website the postal address is:

Unit 22 and 23 Howley Business Village
Morley
Leeds
LS27 0BZ

Microsoft

Dudley pupils each have an Office 365 account provided by Microsoft that enables them to access Microsoft Office applications. A number of Data Processing agreements in place with Microsoft through our RM our Microsoft channel partner. These systems make some use of personal data which is held away from school at secure data centres with Microsoft.

For further information, please refer to the Microsoft website: <https://privacy.microsoft.com/en-gb>

If you are unable to access the website the postal address is:

Microsoft Campus
Thames Valley Park
Reading
RG6 1WG

Pebble

Pebble is a Cloud based school fund software that integrates online payments with your finance system.

For more information, please refer to the Pebble website: www.mypebble.co.uk

If you are unable to access the website the postal address is:

Pebble, Media Exchange
3, Coquet Street
Newcastle upon Tyne
NE1 2QB

Purple Mash

Purple Mash is an online for nursery and primary school children. It enables children to explore and enhance their knowledge in a fun and creative way. Access to the Purple Mash resources is through the school's learning platform provided by RM Education.

For further information, please refer to the Purple Mash website: <https://www.2simple.com/purple-mash>

If you are unable to access the website the postal address is:

2Simple Ltd
Enterprise House
2 The Crest
London
NW4 2HN

RM Education

Dudley schools receive a number of services delivered through the ICT managed service provided by RM Education plc (RM). These arrangements are overseen on behalf of schools who have signed up to the service by Dudley Grid for Learning (DGfL) - a Division of the Directorate of Children's Services (DCS), for Dudley Local Authority.

A number of Data Processing agreements in place with RM, covering services such as RM's school management information system, RM Unify. These systems make some use of personal data which is held away from school at secure data centres with the RM group.

For further information, please refer to the RM Education website: www.rm.com

If you are unable to access the website the postal address is:

RM Education Plc
183 Milton Park
Abingdon
Oxfordshire
OX14 4SE

Smoothwall

Smoothwall monitors all activity on IT devices and protect students and staff from safeguarding risks.

For further information, please refer to the eSafe website: <https://www.smoothwall.com/>

If you are unable to access the website the postal address is:

Smoothwall
Avalon House
1 Savannah Way
Leeds Valley Park
Leeds
LS10 1AB
0800 047 8191

SODEXO UK & Ireland (Head office)

SODEXO distribute childcare vouchers.

For more information, please refer to the SODEXO website: <https://uk.childcare-vouchers.sodexo.com>

If you are unable to access the website the postal address is:

One Southampton Row
London
WC1B

The Standards and Testing Agency (STA)

Administer the multiplication tables check (MTC). Data held:

- participating pupils' names
- participating pupils' dates of birth
- participating pupils' unique pupil numbers
- names of participating schools

For further information, please refer to the MTC website:

<https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance>

If you are unable to access the website the postal address is:

The Standards and Testing Agency (STA)
Chaylesmore House,
Quinton Road,
Coventry

Sumdog

Provides a wide variety of curricular activities and courses are available which can be tailored to individual students' abilities. The program is based upon adaptive learning thus students can learn at their own pace.

This requires individual pupil information. The information allows the setting up of an individual record for each pupil so as to monitor their progress whilst working through Sumdog activities in school or at home if appropriate.

For further information, please refer to the Sumdog website: www.sumdog.com

If you are unable to access the website the postal address is:

Sumdog Customer Services
43 Queensferry St Lane
Edinburgh
EH2 4PF

ParentPay

ParentPay is a cashless payment platform for education that enables schools to effortlessly go cashless. Features include: secure online payments, trips management, parent communications and powerful fund management.

ParentPay holds some personal details such as name, email address, postal address, telephone or mobile number or date of birth.

For further information, please refer to the ParentPay website:

[www. https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081](https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081)

If you are unable to access the website the postal address is:

Judds Lane
Coventry
CV6 6GE
Phone: 0247 699 4820

BioStore Fastrak

BioStore Fastrak is a cashless catering and attendance system that works alongside ParentPay for the purpose of purchasing and accurate pre ordering of meals. Key features include full control of all meal & student data. BioStore holds names, contact details, gender, marital status and bank account/payment details.

For further information, please refer to the BioStore website:

<https://fastrak.co.uk/>

If you are unable to access the website the postal address is:

BioStore Ltd
Dobson House
Regent centre
Newcastle upon Tyne
NE3 3PF
Phone: 033 3344 2406 (option 1)

Teachers2Parents/EduSpot

Teachers2Parents is a communication service which works with the school database to improve the level of general and emergency communication between a school and its parents through its messaging service. Teachers2Parents allows schools to text messages to the mobile phones of parents, staff or other contacts. Contact lists for "special interest" groups, e.g. governors, the football team etc. can easily be configured.

For further information, please refer to the Teachers2Parents website: www.teachers2parents.co.uk

If you are unable to access the website the postal address is:

Head office
SchoolPod, 2 Darker Street
Leicester, LE1 4SL
0207 237 8456

Tempest

Tempest is a photography service that takes, individual, group and class photographs.
For further information, please refer to the H Tempest website: www.htempest.co.uk
If you are unable to access the website the postal address is:
H Tempest Limited
St. Ives
Cornwall
TR26 3HU

Vaccination UK Ltd

Vaccination UK Ltd administer the flu vaccine to pupils.
For more information, please refer to the Vaccination UK Ltd website: www.schoolvaccination.uk
If you are unable to access the website the postal address is:
Vaccination UK Ltd
21A Brand Street
Hitchin
Hertfordshire
SG5 1JE

Wonde

Wonde will be used to obtain personal data from the school's management information system to ensure the management and distribution of winter grant food vouchers.
For more information, please refer to the Wonde website: www.wonde.com/free-school-meals
If you are unable to access the website the postal address is:
Furlong House
2 Kings Court
Newmarket
CB8 7SG

Epic

Epic is an online reading system which will hold information about children submitted by school, such as their year of birth, age and a name for your child's profile.
For more information, please refer to the Epic website: www.getepic.com/privacy
If you are unable to access the website the postal address is:
Epic Creations, Inc.
702 Marshall Street
Suite 280
Redwood City
CA 94063.

School Life

School Life enters information of children who have tested positive on a LFT or PCR as instructed by Public Health England.
For more information, please refer to the School Life website: www.sch.life
If you are unable to access the website the postal address is:
School Life
Cradley Enterprise Centre
Maypole Fields
Halesowen
B63 2QB
Tel: 01384 386 616
Email: enquiries@sch.life

CPOMS Systems Limited

CPOMS is an Online system for safeguarding reporting and monitoring.

For more information, please refer to the CPOMS website: www.cpoms.co.uk

If you are unable to access the website the postal address is:

CPOMS Systems Limited

CPOMS House

Acorn Business Park

Skipton, North Yorkshire

BD23 2UE

servicepoint@cpoms.co.uk

Little Wandle Letters and Sounds Revised

Little Wandle Letters and Sounds Revised is an online phonics and reading system which will hold information about children submitted by school, such as their year of birth, age and a name for your child's profile.

For more information, please refer to the Little Wandle website: www.littlewandlelettersandsounds.org.uk

enquiries@littlewandlelettersandsounds.org.uk

Little Wandle Letters and Sounds Revised

c/o Chesterton Primary School

Dagnall Street

London

SW11 5DT

Accelerated Reader

Accelerated Reader is an online reading assessment which will hold information about children submitted by school, such as their date of birth, year group, gender, age and a name for your child's profile.

For more information, please refer to the Accelerated Reader website: www.renaissance.com/products/accelerated-reader

support@renlearn.co.uk

Renaissance

South Quay Building

14th floor

189 Marsh Wall

London E14 9SH

+44 (0)20 7184 4000

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 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:

Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: information.governance@dudley.gov.uk

tel: 01384 815607

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 [

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

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 **September 2023**.

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

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:

<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>