



Privacy Notice (How we use pupil information)

We, Dingle Community 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 proceeding 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)
Keeping Children Safe in Education (KCSiE)
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, 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 Data Collection Sheets and Annual Parental Consent 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, school trips, and walking home unaccompanied (year 6 only), cashless catering system, use of the school's IT equipment, email and filtered access to the internet; 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 can be obtained via the schools Data Retention Policy – www.dingle.dudley.sch.uk/policies

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
- CAMHS (mental health service)
- Education Investigation Service
- Autism Outreach
- Learning Support Service
- EAS (Education Attendance Service)
- EP First – Educational Psychology Service
- Social Care Services, including MASH and Early Help
- Sports Coaches
- SEN Team (EHCP)
- Speech and Language Therapist
- Education Psychologist
- Network IT24
- Microsoft Online Services – Microsoft Office 365
- Arbor (Pupil information) integrated with Wonde
- Arbor (Workforce information)
- Arbor (Behavioural information)
- Dreambox Reading Plus
- Class Dojo
- GovernorHub
- Google Classroom
- TT Rockstars
- Evolve Risk Assessment
- CPOMS
- EHCP
- TES Provision Map
- Inentry
- J2E Creative Tool Suite
- Smoothwall
- Teachers2Parents

A brief description of what the applications do:

Arbor: This is the schools MIS System and has three strands to it.

- Pupil information – this is where all of the information for the students are kept in a secure location. This will be contact details for the parent as well as any medical information.
- Behavioural information - this information is recorded on the secure MIS system when there is something to report.
- Workforce information: This is the staff details including emergency contact information and any medical conditions as well as address and own contact information.

Microsoft Office 365: This is where users access their emails and calendar. This will have an individual license set up for each user and will require a password (multi authentication is also available).

Dreambox Reading Plus: Reading assessment data.



Class Dojo: Class Dojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use Class Dojo to work together as a team, share in the classroom experience, and bring big ideas to life in the classrooms and homes.

CPOMS: This is the market leading software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues.

GovernorHub: An online tool that supports the organisation, preparation and document storage of all the board papers and creates easy ways for trustees and local governors to communicate with each other.

Google Classroom: A free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. Students can be invited to join a class through a private code, or automatically imported from a school domain.

TT Rockstars: A carefully sequenced programme to boost times tables recall and maths confidence (comprising a website, app, worksheets and teacher resources).

Evolve Risk Assessment: This is what teachers use to fill out Risk Assessments for offsite and onsite trips. This will be filled in and individual risk assessments can be uploaded as and when required. Once filled in this will be sent to the authoriser as well as the LA for approval. The School uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible.

Health Services: Speech & Language Therapy provides an intervention to help children with their speech and language. This service is delivered by a third party.

EHCP: Introduced in September 2014 the Education, Health & Care Plan or EHCP is a document which sets out the education, health and social care needs your child or young person has and the support that is necessary to cater for those needs

TES Provision Map: 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.

Inventry: Electronic signing system for pupil, staff and visitor management.

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.

Smoothwall: 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.

Teachers2parents: 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

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. For privacy information on the



data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

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 Lisa Hall, School Business Manager.

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 Lisa Hall, 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 **15th October 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

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 for Education.

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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

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 UK 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>