



Privacy Notice (How we use pupil information)

We **Olive Hill Primary Academy** are trading on behalf of **Stour Vale Academy Trust**. The Multi Academy Trust (MAT) is 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)
Keeping Children Safe in Education (KCSiE) 2023
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; and
- 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 doctor's information, child 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);
- 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 when a child starts school, 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 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 Academies available at this link: [Academy records retention periods](#)

Who do we share pupil information with?

We routinely share pupil information with:

- Relevant staff within the school and Stour Vale Academy Trust
- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Health Services
- Capita SIMS

Capita SIMS: is an application used by the school as its Management Information System (MIS). It is used to record and store all the children's information, assessment data and attendance. The personal data used is child's personal details, ethnicity, language, medical needs, dietary needs, SEN information,



attendance, photo consent and parent/carer name and contact details.

- ParentMail

ParentMail: is an app and cloud-based platform used by the school to send communications to parents/carers via text messages and email about school closure, school activities, school trips, school run clubs, clubs run by external providers, etc. The personal data used is child's name, year group, class, DOB and gender. Priority 1 and Priority 2 parent/carer name, mobile number and email address. To enable us to do this we will share your information with Papercut to ensure that you receive vital information about the school in a timely and efficient manner without the responsibility of delivering of these important messages being placed on pupils.

- CPOMS

CPOMS: is a cloud-based platform used by the school staff to record safeguarding, child protection, pastoral and wellbeing information. The personal data used is child's name, year group, class and any sensitive information regarding the child.

- Evolve

Evolve: is a cloud-based platform used by the school staff to create and manage risk assessment for educational trips and visits. The personal data used is child's name, class and any medical needs.

- Smoothwall Monitor

Smoothwall Monitor: is a cloud-based platform used by the school to monitor any safeguarding incidents flagged up when using the schools managed IT devices. Any incidents flagged up are sent to the DSL's in school. The personal data used is the child's name and username.

- Wonde

Wonde: is a cloud-based platform used by the school as a dashboard to manage other applications the school subscribes to. The personal data used is child's name, year group and class.

- Groupcall Xporter

Groupcall Xporter: is a cloud-based platform used by the school to sync data with other applications it is linked with. The personal data used is child's name, year group and class.

- RM Unify

RM Unify: is a cloud-based platform used by the school as a launchpad to open other applications, such as E-Mail and links to web-based resources/sites. The personal data used is the child's name, username, year group and class.

- Papercut

Papercut: is a cloud-based platform used by the school in addition to the schools print management solution to processes print jobs



and the cost for printing. The personal data used is child's name and username.

- Microsoft Online Services – Microsoft Office 365
Microsoft Office 365: is a cloud-based platform used by the school to access E-Mails, One Drive, SharePoint, Teams etc. The personal data used is child's name, username and email.
- Times Tables Rock Stars
Times Tables Rock Stars: is an app and cloud-based platform used by the school for online times tables practice. The personal data used is child's name, year group, class, gender and username.
- Aperture Portraits
Aperture Portraits: is a photography company used by the school to take individual pupil photographs. The personal data used is child's name, class, admission number and child's photo.
- Teach Your Monster to Read
Teach Your Monster to Read: is an app used by the school for interactive reading with the pupils. The personal data used is child's name and class.
- Numbots
Numbots: is an app and cloud-based platform used by the school for online mental addition and subtraction. The personal data used is child's name, year group, class, gender and username.
- Stikins
Stikins: is a cloud-based platform used by the school to create name labels for clothing. The personal data used is child's name.
- Squarespace
Squarespace: is a cloud-based platform used by the school for the creation and modification of the school's website. All images of children are only uploaded if consent is given by the parent/carer. The personal data used is child's image.
- YouTube
YouTube: is an app and cloud-based platform used by the school to upload videos of the pupils and their work to be shared via a link, QR code, Twitter, Facebook, school website or on the school's YouTube channel. All videos of children are only uploaded if consent has been given by the parent/carer. The personal data used is child's image.
- E Vouchers
E Vouchers: is a website used by the school to deliver free school meal (FSM) supermarket vouchers. The personal data used is child's name, class and free school meals indicator. Parent/carer name, mobile number and email address. To enable us to do this we will share your information with E Vouchers to ensure that you are able to receive supermarket vouchers in a timely and efficient manner



without the responsibility of delivering of these important messages being placed on pupils.

- Twitter

Twitter: is an app and cloud-based platform used by the school to share pupils' videos and work on the schools Twitter account. All videos and images of children are only shared if consent is given by the parent/carer. The personal data used is child's image.

- Google Classroom

Google Classroom: is a cloud-based platform used by the school to access online applications, sharing files and links. The personal data used is child's name, year group and class.

- Google Forms

Google Forms: is a cloud-based platform used by the school to create and request information electronically from parents/carers about their child. The personal data used is child's personal information, ethnicity, language, medical needs, dietary needs, parent/carer contact information and photo consent.

- Microsoft Teams

Microsoft Teams: is an app and cloud-based platform used by the school to communicate virtually in online meetings with other fellow children and staff from Olive Hill. All images of children are on shown and shared if consent is given by the parent/carer. The personal data used is child's name, username, email address and child's image.

- SchoolCloud Parents Evening

SchoolCloud Parents Evening: is a cloud-based platform used by the school to create and book parents evening appointments. The personal data used is child's name, DOB, year group, class. Priority 1 and Priority 2 parent/carer name and email address. To enable us to do this we will share your information with SchoolCloud Parents Evening to ensure that you are able to book parents evening appointments in a timely and efficient manner without the responsibility of delivering of these important messages being placed on pupils.

- School Money

School Money: is a cloud-based platform used by the school to create online payments for parents/carers to pay for trips, events, clubs etc. The personal data used is child's name, gender, year group, class, dietary needs and FSM information. Priority 1 parent/carer name, mobile number and email address. To enable us to do this we will share your information with School Money to ensure that you are able to make payments online in a timely and efficient manner without the responsibility of delivering of these important messages being placed on pupils.



- Sign In App
Sign In App: is a cloud-based platform used by the school as an electronic signing in and out system that records entry and exit times for visitors. The personal data used is visitor's name, photo, company from, visiting who and car registration.
- EHCP
EHCP: is an Education Health Care Plan or EHCP used to assess the outcomes and provisions the school need to provide appropriate provisions for the child. The personal data used is child's personal details, SEN information and parent/carer name and contact details.
- Photo Consent
Photo Consent: is a cloud-based google form used by the school to request consent from parents/carers the permission to opt in or out for the use of their child's image under the different categories. The personal data used is child's name, class and parent/carer photo consent responses.
- EIS
EIS: is the Education Investigation Service used by the school for the removal from roll and to report extended unauthorised leave of absence from school. The personal information used is child's name, DOB, gender, ethnicity, address and parent/carer name, address and contact number.
- Assembly Pro
Assembly Pro: is a cloud-based platform used by the school to monitor pupil attendance and reporting. The personal data used is pupil name, gender, enrolment, address, assessment, attendance, behaviour, achievement, SEN, language, ethnicity, exclusions, UPN and pupil photo.
- Reception Baseline Assessment
Reception Baseline Assessment: is a cloud-based platform used by the school to assess the attainment in maths, literacy and communication and language for the children in reception class at the start of the academic year. The personal information used is child's name, UPN, gender, DOB, class, date started in establishment and results from assessment.
- AvePoint Cloud Backup
AvePoint Cloud Backup: is a cloud-based platform used by the school to backup Office365 cloud data from Exchange, OneDrive, SharePoint, and Teams. The personal data used is pupil and staff name and email address.
- Sodexo - AiP
Sodexo - AiP: is Alliance in Partnership, a catering company used by the school to collate dietary needs and allergy requirements. The personal data used is child's name, class, dietary needs, allergy



details and parent/carer name and relationship to the child.

- Facebook

Facebook: is an app and cloud-based platform used by the school to share pupils' videos and work on the schools Facebook account. All videos and images of children are only shared if consent is given by the parent/carer. The personal data used is child's image.

- Parago Health and Safety System

Parago Health and Safety System: is an app and cloud-based platform used by the school to record the compliance of health and safety assessments and checks. The personal data used is child's name, year group and class.

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, to 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 Trust Central Team. This information will be accessed by Trust 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 the DfE under regulation 5 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:

regulation 5 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 Mrs D Williams, 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.

The Trust, in line with statutory guidance, will respond to Subject Access Requests within one calendar month. However, if the request is received during the school holiday, please be advised that the Trust will treat this as receipt of the request on the first day back at school and will respond within one calendar month.

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 Headteacher.

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 in April 2024.

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>