Privacy Notice (How we use pupil information)

The Wordsley School is a member school of **Stour Vale Academy Trust**. The Trust and the school are joint data controllers 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.

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 1989 and subsequent amendments
The Common Law Duty of Care
Health and Safety at Work etc. Act 1974
Working together to Safeguard Children Guidelines (DfE)
Keeping Children Safe in Education (KCSiE)
Equality Act 2010
Special Educational Needs (SEN) Code of Practice
Safeguarding Vulnerable Groups Act 2006
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 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 data Collection Sheets and Annual Consent Forms at the start of the school year or 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.

In some cases we may process pupil information following the completion of a legitimate interest assessment, e.g. video conferencing for online learning, where this is necessary and desirable for pupils' education.

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. When a pupil transfers to another school, we will securely transfer the pupil's educational record and other relevant information to the receiving school to support the child's education, safeguarding and welfare and in accordance with applicable education law, statutory guidance and data protection legislation. 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 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
- Connexions Youth Support Services
- Education Investigation Service
- Other services for example some services used by DGfL:
    - Education City (online school resources)
    - E-Safe monitoring Service (online monitoring tool)
    - Library database Libresoft Librarian by Harrap Computer Systems
    - Microsoft Online Services – Microsoft Office 365 (cloud based suite including e-mail, online document editing and storage space)
    - Google for Education – Google Classroom / Google Mail / Google Sites / Website / Google Drive Satchel One (Show My Homework) (file sharing between teachers and students)
    - RM Education – CC4 Remote Support/Management Console
    - Civica UK Limited - Cashless Catering System
    - Capita SIMS / InTouch One Page Text & Email / Discover / SOLUS / Learning Gateway / ParentApp
    - SIPS Education SIMs support (school management system)
    - Sparx (homework and assessment platform)
    - Class Charts (behaviour management system)

- Oxford University Press – MyMaths (progress and learning tool)
- Renaissance Learning – Accelerated Reader (assessment, teaching and learning program)
- Boardworks – Doddle
- Wonde (accessibility and integration tool)
- Parent Pay (online payment system)
- Parent Hub (parent communication system)

We may use artificial intelligence (AI) within the school's management information system, where this facility exists. AI can also be used for automating administrative tasks, content creation and management, streamlining lesson planning, and through student-facing AI teaching tools and teacher-facing AI tools. This processing is carried out in line with our legal obligations and public task in delivering education services. AI tools assist staff but do not replace professional judgement, particularly in safeguarding and education and pupil learning decisions. We do not make solely automated decisions that have a significant impact on individuals without informing them and providing appropriate safeguards. All AI use is subject to human oversight, data protection controls, and strict security measures. Where applicable, the school will undertake a data protection impact assessment.

We are committed to working with the local authority in protecting and safeguarding children and young people. As a consequence we intend, where relevant to do so, to share information with safeguarding partner agencies, including the local authority, Police, NHS Trusts and Probation Service integrated into a multi-agency team.

These agencies have a single point of contact for safeguarding concerns. Information about children or young people is shared appropriately and securely in order to take timely and appropriate actions. Information and advice is also provided 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 held securely in our online and paper systems and in some cases, depending on the severity of the accident, made accessible to the Trust Central Team. In such instances, the information will be accessed by Trust employees, who legally require access to this data, for purposes related to the accident, and may be shared with others to allow us to comply with our statutory duties.

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

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.

Youth support services

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

This enables them to provide services as follows:

- youth support services
- careers advisers

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

Data is securely transferred to the youth support service via school e-mail / CTF and is stored in SIMS and held for 25 years from the date of birth of the child.

For more information about services for young people, please visit our local authority website: https://www.dudley.gov.uk/

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

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

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. 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

CCTV

This section of the privacy notice relates to our CCTV System, including, but not limited to, where it has been installed on the outside of some of our buildings.

What personal information does this service use?

The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV cameras are operating, there will be signs clearly displayed. Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

What is this personal information used for?

We use this personal data for the following reasons:

a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime.
b) To protect the school buildings and their assets.
c) To support the Police in a bid to deter and detect crime.
d) To assist in identifying, apprehending and potentially prosecuting offenders.
e) To protect members of the public and private property.
f) To assist in managing the school.

What is the lawful basis we are relying on?

We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff and visitors, protecting school buildings and its assets and to assist in managing the school (Article 6(1)(e) of the UK General Data Protection Regulation). The school will use the 'Passport to Compliance', issued by the Surveillance Camera

Commissioner, to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

Where has your personal information come from?

The images are captured because you are present in the area which is covered by the CCTV system.

Who will we share this personal information with?

Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- Relevant staff within the school
- Our local authority
- The Police

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 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, we will liaise with the requestor to seek their agreement to treat receipt of the request as being on the first day back at school and will respond within the timescale outlined above.

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.

Data Use and Access Act 2025 (DUAA)

Under the Data Use and Access Act 2025 (DUAA), schools are required to provide an electronic complaints form for individuals who wish to raise complaints about how their personal data is handled.

If you have a complaint of this type, please complete the DUAA Complaints Form by clicking on this link.

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 September 2026.

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 815026

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 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