



# St James's CofE Primary School

Let Your Light Shine

## Privacy Notice (How we use pupil information)

We **St James's C E 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) 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
- 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)

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 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 **photos, school trips, medicines, residential, after school clubs and walk home permission**; 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 school's Data Retention Policy on the school website.

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 (including Dudley Performing Arts, Education Psychologists, Speech and Language therapists).
- The Department for Education (DfE).
- Health Services, including NHS, Visual and Hearing Impairment Teams, Dentist
- **School Nurse:** provides preventative and screening services, health education and assistance with decision-making about health and immunisation against preventable diseases.
- **Speech & Language Service:** Speech and Language Therapists provide an intervention to help children with their speech and language. This service is delivered by a third party.
- **Autism Outreach:** Supports pupils with a diagnosis of ASD and Aspergers Syndrome in mainstream school as well as families in the home. This service is delivered by a third party.
- **Learning Support Service:** a service working in schools and other educational settings to raise the standards of achievements for pupils with Special Education Needs (SEN) particularly in the area of learning difficulties (Literacy and Numeracy) and specific learning difficulties/dyslexia.
- **School Attendance and Education Support Service (SA&ESS):** a statutory service for the enforcement of school attendance and other education related legal interventions for children in employment, entertainment and elective home education.
- **Dudley Educational and Child Psychology Service:** aims to optimise learning from a development and emotional wellbeing of children and young people in the borough.
- **Occupational Therapy:** a service who work with children with learning disabilities or mental health problems to offer support and guidance and aim to improve their ability to do everyday tasks. This service is delivered by a third party.
- **Physical and Sensory Advisory Service:** to enable all pupils with physical impairments and/or medical conditions to access their educational environment alongside their peers, promoting greater understanding of individual pupil needs and helping to break down barriers promoting inclusion. This service is delivered by a third party.
- **Sycamore Centre:** Short Stay school and pupil referral unit.
- **CAMHS:** Child and Adolescent Mental Health Services that assess and treat young people with emotional, behavioural and mental health difficulties. This service is delivered by a third party.
- **Dudley SENDIASS:** Dudley Special Educational Needs & Disability Information, Advice and Support Service. Free confidential and impartial support for young

people with SEND and their parents and carers. This service is delivered by a third party.

- **Social Care services, including MASH, Early Help:** see below.
- **Smoothwall Monitoring Service:** Smoothwall helps children keep safe in their digital lives. Smoothwall monitors all activity on IT devices and protects students and staff from safeguarding risks.
- **Junior Librarian:** school library software for young readers. Manages the school library, and nurtures reading.
- **Microsoft Online Services - Microsoft Office 365:** Microsoft Office 365 provides powerful online cloud services that enable collaboration, security and compliance.
- **School Spider:** School website, parent app and communication platform. Parents can make payments for trips and clubs etc.
- **Arbor:** Arbor is a cloud-based School Management Information System (MIS). Arbor has the ability to integrate with a number of third-party systems including School Spider, Wonde, Sign In and CPOMS.
- **Little Wandle:** Little Wandle Letters and Sounds Revised is an online phonics and reading system which will hold information about a pupil submitted by school, such as their year of birth, age and a name for their profile.
- **Papercut (Sharp):** print management software.
- **Dudley Performing Arts:** encourages people of all ages and abilities to take part in community music and art activities, delivering opportunities for young people.
- **Rocksteady:** provider of in-school band lessons for primary age children.
- **FFT Aspire:** Pupil Progress Online Information Management Application. The school uses FFT Aspire to monitor and track pupil progress.
- **TT Rock Stars:** is a carefully sequenced daily times tables practise aimed at schools, families and tutors.
- **CPOMS:** Child Protection Online Management System. The school uses CPOMS for monitoring Safeguarding, wellbeing and all pastoral issues.
- **Tapestry:** Online Learning Journal to support Early Years settings. The school uses Tapestry in Pre-school and Reception to help staff and families celebrate their children's learning and development.
- **Wonde:** Wonde is a data management package built to maintain, manage and integrate data securely with the school MIS.
- **Evolve:** Evolve is an online risk assessment for educational visits.
- **ABM Catering Services:** ABM is the school's catering provider.
- **Police Authority:** a public authority responsible for overseeing the operations of a police force.
- **Sports Providers/Coaches in school:** Sports Plus Scheme is a PE coaching company that delivers sports lessons, after school and holiday sporting activities.
- **Insight:** Insight is an online pupil data and assessment tracking system.
- **Sign In App:** Sign In is system to manage visitors, staff, pupils and contractors.
- **Century-Tech:** An AI powered teaching and learning platform for schools. It uses artificial intelligence to personalise online learning.
- **Edukey SEN Platform:** a provision mapping tool which integrates with school's MIS to provide accurate SENCO data.
- **Parent Pay:** Parent Pay is an online school meal ordering and payment system for parents.
- **Teachmate AI:** Teachmate AI is an AI-powered digital teaching assistant that can streamline daily teaching tasks.
- **Microsoft Co-pilot:** Co-pilot is an AI-powered assistant designed to work alongside you in Microsoft 365 apps.
- **Gemini AI:** Gemini AI is Google's advanced AI assistant designed to enhance

- productivity, creativity and coding capabilities across various applications.
- **Plaude AI:** Plaude AI is a professional AI-powered note-taking platform that combines dedicated hardware devices with software and cloud AI to automatically record, transcribe, summarize and organise conversations and meetings.

The School uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, below are a list of services used by the school where sharing pupil data is needed:-

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'.

The school has 22 **CCTV** cameras installed around the perimeter of the school and 1 in the reception area. 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.

### **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.](https://www.gov.uk/education/data-collection-and-censuses-for-schools)

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.

A child / pupil once they have reached the age of 16 can object to only name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via CTF and is stored securely and held until the child is 25 years.

For more information about services for young people, please visit our local authority website:

<http://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 Dudley 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:

- School Census
- Exclusions

### **data collection**

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 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 YourIG Data Protection Officer Service, Dudley MBC.

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 the school office via [info@st-james.dudley.sch.uk](mailto:info@st-james.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 26/01/2026.

## **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](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.
- 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>