|  |  |  |
| --- | --- | --- |
| **Data collected ABOUT YOU (not exhaustive)** | **Reason needed** | **Shared with**  **(ONLY as necessary)** |
| Names, address, , phone numbers, email addresses, siblings, emergency contacts, NI number | Safety  Contacting parents  To register a place  Applying for extra childcare / free school meals (NI number only required for this)  Giving consent to trips  Transition to high school | Admin staff Headteacher  Staff Other schools  SEN Team / Nursing Team as needed  SIMS – Bradford School Data System  **Parent Pay \***  **Teachers2Parents texting/email and parents evening system\*** |
| **Data collected**  **ABOUT YOUR CHILD** | **Reason needed** | **Shared with**  **(ONLY as necessary)** |
| Name, address  DOB, doctors surgery, siblings, UPN, SEN/looked after, Nationality, ethnicity, language, FSM eligibility, CCTV in playgrounds | Safeguarding  Contacting parents  To register a place | Admin staff Headteacher  Staff Other schools  SIMS – Bradford School Data System SEN Team / Nursing Team as needed  **Name used to set up log-ins on education software used at school\***  **Name used by school photography/Xmas card company\***  **Name and medical information sent to Residential trips company (Y6) / Swimming teachers (Y5) \*** |
| Assessment data, attendance, language, FSM eligibility, nationality, SEND needs, behavioural difficulties | Tracking progress, monitoring additional needs  Transition to high school  Reporting Key Stage results to the Department for Education | Teaching staff Support staff working with your child  SIMS – Bradford School Data System  Department for Education  Assessment Apps used (GDPR compliant) |
| **Photos\*** | Display  Assessment evidence | Teaching staff, Support staff, Assessment Apps (GDPR compliant) |
| CCTV video from the playgrounds | Safeguarding | Headteacher, admin staff, caretaker if required |

**Please ensure you have read the Privacy Notice sent home and available on the school website**

**\*The use of data marked with an asterisk is optional, that we are not required by law or as part of our role as a School, to collect.**

**Therefore we require your permission to use this indicating on the DECLARATION form.**

**THIS MUST BE RETURNED TO SCHOOL ASAP PLEASE**

**Declaration Form**

**I give consent to my personal data / my child’s personal data being used to set up:**

* **Parent Pay**

**Yes No**

* **Teachers 2 Parents texting system/ Parents Evening / email system**

**Yes No**

* **Emails from the instrumental teachers for practise suggestions (if my child signs up to lessons at any point whilst at School)**

**Yes No**

* **Log-ins for educational software**

**Yes No**

* **Full name to be passed on to the school photography / Christmas card company / any competitions a class enters / the Residential company (whilst in Y6) / swimming teachers (whilst in Y5)**

**Yes No**

**Please be aware that if you do not give your consent for the above you will have to make payments direct to school in cash or cheque and you will not receive text/email notifications or parents evening booking notifications.**

Our children are often photographed as part of their learning, for assessment or display, or when they take part in extra curricular activities. Some of these may appear on our school website, School Facebook page or in our school prospectus. They may also be photographed by the media. Very occasionally parents have asked for their children to be excluded.

We do allow you, as parents to take photos and video clips of your children when involved in a school production, sports day or assembly on the understanding that it is **only used for family memorabilia and other children are not posted online.**

**I give consent for my child’s photo to be published by School as stated above.**

**Yes No**

**THIS MUST BE RETURNED TO SCHOOL ASAP PLEASE**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I understand:**

* Foxhill Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
* How my data is used.
* Foxhill Primary may share my data with the Department for Education, and subsequently, the Local Authority.
* Foxhil Primary School will not share my data to any other third parties without my consent, unless the law requires it to do so.
* Foxhill Primary School will always ask for explicit consent where this is required, and I must provide the consent if I agree to the data being processed.
* My data is retained in line with the school’s GDPR Data Security Policy.
* My rights to the processing of my personal data.
* Where I can find out more information about the processing of my personal data.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**