|  |  |  |
| --- | --- | --- |
| **Data collected ABOUT YOU** | **Reason needed** | **Shared with**  **(ONLY as necessary)** |
| Names, address, DOB, phone numbers, email addresses, siblings, emergency contacts, NI number | SafetyContacting parentsTo register a placeApplying for extra childcare / free school meals (NI number only required for this)Giving consent to tripsTransition to high school | Admin staff HeadteacherStaff Other schoolsSEN Team / Nursing Team as neededSIMS – 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, addressDOB, doctors surgery, siblings, SEN/looked after, medical records | SafeguardingContacting parentsTo register a place | Admin staff HeadteacherStaff Other schoolsSIMS – 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 company\*****Name and medical information sent to Residential trips company\* (Y6)** |
| Assessment data | Tracking progress, monitoring additional needsTransition to high schoolReporting Key Stage results to the Department for Education | Teaching staff Support staff working with your childSIMS – Bradford School Data SystemDepartment for EducationAssessment Apps used (GDPR compliant) |
| **Photos\*** | Display Assessment evidence | Teaching staff, Support staff, Assessment Apps (GDPR compliant) |

**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 Yes**
* **Log-ins for educational software such as Education City and My Maths Yes No**
* **Registers to be passed on to the school photography company Yes No**
* **Registers to be passed on to Y6 Residential trip company 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 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 camcorder clips of your children when involved in a school production or assembly on the understanding that it is **only used** for family memorabilia.

**I give consent for my children to be included in any event when photographs may be taken and in activities where photographs may be taken.**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**