



Parental Information & Consent Forms

Please read the information and return signed the documents required in this booklet as soon as possible.

A master copy of this documentation is available for you to view on the schools website.

Please Note:

Failure to return this document may mean your child is unable to participate in some of our activities. This document will be valid until your child leaves St. Wilfrid's C.E. Primary School. If you wish to change your consent for any of the documentation, please put this in writing to the school office and your child's record will be updated. We will always confirm receipt of your request.

School Trips

Do you consent to your child taking part in school trips and other activities that take place off-site and to them being given urgent medical or dental treatment or necessary pain relief during any trip or activity?

Please confirm that you understand that all trips and activities are covered by this consent and will include;

- all visits (including residential trips) which take place during the holidays or a weekend,
- adventure activities at any time
- off-site sporting fixtures outside the normal school day
- School will provide me with information about each trip or activity before it takes place.

You can inform school that you do not want your child to take part in a particular trip/activity at the time you are informed it is taking place

- You must ensure that you and your child understand and agree to abide by any trip Code-of-Conduct.
- You must keep school informed if any medical information that you have provided becomes out-of-date or where religious beliefs may impact on any medical treatment your child may receive.
- You must keep school informed if any emergency contact information that you have provided becomes out-of-date or does not apply to a particular trip and you must provide alternatives as necessary.

All school activities are appropriately insured. You also understand the extent and limitations of this insurance (details available on request).

I give permission for my child _____ in Year _____ to be taken on Educational trips during their time at St.Wilfrid's.

School will always notify you if and when these trips will be taking place.

Signed _____ Date _____

Email and Internet Policy (applicable for child's duration at St Wilfrid's)

RESPONSIBLE INTERNET USE

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet
- I will use only my own network login and password, which is secret
- I will only look at or delete my own work/files
- I understand that I must not use my own software or discs in school without permission
- I will only email people I know or people that my teacher has approved
- The messages I send will be polite and sensible
- I understand that I must never give my home address or phone number, or arrange to meet someone over the Internet
- I will ask permission before opening an email or an email attachment sent by someone I do not know
- I will not use Internet chat rooms
- If I see anything I am not happy with or I receive messages I do not like, I will tell a teacher immediately
- I understand that the school may check my computer files and the Internet sites I visit
- I understand that if I deliberately break these rules, I may be banned from using the Internet and computers.

REQUIRED SIGNATURES

STUDENT

I understand and will abide by the Responsible Internet Use Policy
I understand that any violations of the above provisions may result in disciplinary action and the loss of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, any act likely to cause offence or other issues described in the policy.

Your Name (Block Capitals) _____

Class _____ Signature _____ Date _____

PARENT/GUARDIAN

As the Parent or Guardian of the above student, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst every effort is made to do so, it is impossible for the school to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give permission for my child to access electronic information services and I certify that the information given on this form is correct.

Parent or Guardian Name _____

Signature _____ Date _____



St Wilfrid's C.E.Primary School

Privacy Notice for Pupils & Parents (How we use pupil information)

St Wilfrid's Primary School is the Data Controller for the use of personal data in this privacy notice and is written for both parents and pupils to explain how we collect, store and use personal data about our pupils. Under data protection law, individuals have a right to be informed about how St Wilfrid's uses any personal data that we hold about them. We comply with this right by providing "Privacy Notices" to individuals where we are processing their personal data.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, KS2 SATs results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs
- CCTV images captured within the school grounds
- Catering information, free school meal and dietary
- Educational visits

This list is not exhaustive, to access the current list of categories of information we process please see the Information Asset Register. We may also hold data about pupils which we have received from other organisations, including other schools, local authorities and the DfE.

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the Department for Education
- g) Carry out research
- h) Comply with the law regarding data sharing

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- We need to comply with the law (a legal obligation)
- We need to perform an official task in the public interest

As outlined in section 537A of the Education Act 1996 and section 83 of the Children Act 1989

In addition, concerning any special category data (personal information) where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have permission to use pupil data via consent, you can withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using information overlap, and there may be several grounds which mean we can use your data.

Collecting pupil information

We collect pupil information via registration forms, Common Transfer File (CTF) a secure transfer from a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the 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.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our website

<https://stwilfridsceprimary.co.uk/about-us/gdpr/>

Who we share pupil information with

We routinely share pupil information with:

- schools
- local authorities
- The Department for Education (DfE)
- Pupil family and representatives
- Educators and examining boards
- Ofsted
- Suppliers and service providers
- Central and local government
- Health authorities
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts, tribunals
- Security organisations
- Professional bodies

Why we regularly 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.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data. You can also contact the Department for Education if you have any questions about the database

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: 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.

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.

Requesting access to your personal data

Under GDPR, 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 Harrison, School Administrator or our DPO schools.dpo@manchester.gov.uk

Depending on the lawful basis above, you may 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 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 Mrs Brereton, Headteacher, St Wilfrid's C.E. Primary School, M40 1GB,
Complaints can be made in the first instance to Mrs Brereton, Headteacher or by contacting our Data Protection Officers at Manchester City Council schools.dpo@manchester.gov.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 **2 May 2020**.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Harrison, Administrator or our DPO at schools.dpo@manchester.gov.uk

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/dfе-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>



Using Images & Video Multimedia Consent Form (Pupils/Parents)

During our school day and at special events, we may take photographs or produce videos for business purposes that include our pupils and/or parents. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on our social media, assessment systems or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Images and videos may also be used by St Wilfrid's C.E. Primary School for promotional purposes.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 6 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

Please return the completed form to the school as soon as possible.

*Please circle
your answer*

1. May we use your child's photograph in printed publications that we produce for promotional purposes?	Yes / No
2. May we use your child's photograph on project display boards?	Yes / No
3. May we use your child's image or video on our website?	Yes / No
4. May we record your child's image on video or webcam?	Yes / No
5. Are you happy for your child to appear in the media?	Yes / No
6. Are you happy for your child to appear on Social Media sites used by the school e.g. Twitter - <i>Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK European law applies.</i>	Yes / No



Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Christmas decorations’.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn or amended at any time in writing.
10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
11. If we wish to retain any images or video for the schools historical archives, we will seek written permission from a child’s parents with full and transparent reasons to support the request.
12. After a cohort leaves the school we will archive students’ work for a period of one year. This will securely be stored and hidden from open view on the school network. Parents of students can request evidence of a child’s work for up to one year after that child’s cohort has left the school by submitting a Subject Access Request (SAR) via the school office. After the archive year has passed student work will be completely removed from the school network and become unrecoverable.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child’s image/s & videos to be used as described above.

Your signature Date

Your name (in block capitals)

Your child’s name (in block capitals) and

Class.....