**CONSENT FORM** any consent can be withdrawn by writing to the school.

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| **Short visits within the local community** |
| From time to time school staff will take small groups of children for adhoc local, walking trips off site. To enable us to do this, it is necessary to have your consent to Colwinston Village trips in writing. Please sign if you agree to your children being included. |
| **Minor incidents** |
| I grant permission for my child to:-   * have their clothes changed by a qualified / employed member of staff; * be administered any emergency medical treatment necessary whilst in school or on visits * be asked questions about any incident occurring in school * be given a plaster to wear if necessary |
| **Sharing of information related to my child’s needs** |
| As part of our legal obligation, it is important for your child’s teacher to contact professionals who have contributed to identifying your child’s educational needs to share information to best support them.  (please delete if currently not appropriate: health visitor / speech therapist / occupational therapist / community paediatrician / educational psychologists / physiotherapists / specialist teachers or doctors) |
| **Photographs and videos** |
| *As part of our legal obligation, photographs, videos and audio images of your child contribute to the observational assessment evidence collected to demonstrate their achievement. These may include groups of children demonstrating collaborative tasks. Conversely, your child may appear in the records of others.*  *Parents are able to take photographs/videos of their child for* ***personal*** *use during school events.* ***However, images in which other children / persons are visible should NOT be uploaded to Social Media by parents, due to safeguarding requirements for any Looked After Children or those who have not granted the consent below.***  Permission for photographs of your child to be taken in the school/setting and to appear in the media without being named are required.  My child may appear in photographs of special events /presentations that may be:   * displayed in the settings’ prospectus; * displayed on the school website, Twitter feed * displayed in local media; |
| **Use of the internet** |
| Your child will have restricted and supervised age appropriate access to the Internet which includes use electronic mail (Hwb). Later, this may include some online diagnostic programmes such as SELFIE, Lexia and 1stClass@Number. These require school generated secure login and passwords and collect data to analyse performance. |

|  |  |
| --- | --- |
| Please circle & sign. | |
| I agree to my child: | |
| Being taken on local trips | YES / NO |
| Having clothes changed | YES / NO |
| Being administered first aid  including plasters | YES / NO YES / NO |
| Being asked questions about an incident | YES / NO |
| Teacher sharing information with other professionals | YES / NO |
| Appearing in photographs in the prospectus or other publications marketing the school | YES / NO |
| Appearing in local media photograph / video | YES / NO |
| Appearing in photographs on school website / Twitter | YES / NO |
| Own home has a computer linked to the internet that can be used for homework | YES / NO |
| At an appropriate age, being given a secure login and password to access Hwb resources and email | YES / NO |
| At an appropriate age, being provided with a secure login and password for online diagnostic learning programmes. | YES / NO |
| We would like to keep you informed about school and enable online secure payments.  I will contact ‘ParentPay’ and provide relevant details to facilitate communication.  *(An information letter with passwords will be provided to enable you to register for essential texts and emails, and allow you to securely set up for online meal & trip payments).*  Via ParentPay, I consent to:   * receiving school newsletters with details of events/activities that may be of interest. * receiving details of local community external providers events/ activities that may be of interest * receiving PTFA communications | YES / NO |
| YES / NO |
| YES / NO  YES / NO |
| Signature of parent / guardian………………………………………….  Date ……………..  Please also print **your** name …………………………………………………………………………… | |

# Fair Processing or Privacy Notice:

# What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

***Subject***

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of pupils’ personal and performance information by the **Welsh Assembly Government** (WAG), **Vale of Glamorgan** Local Authority(LEA) and **St David’s Church in Wales** School.

***The collection of personal information***

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The LEA and WAG will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census (PLASC) which takes place in January each year.

The school, LEA and WAG receive information about Welsh National Tests, other standardised tests, teacher National Curriculum assessments and attendance data at pupil level.

***The use made of this personal information***

The **Welsh Assembly Government** uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy, for the purpose of creating secure log-ins for the Hwb Platform and to monitor the performance of the education service as a whole.

It also uses information to inform funding and future planning. Examples of the sort of statistics produced can be viewed at

[www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The **LEA** also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

The **School** processes the information it collects to administer the education it provides to pupils. For example:

1. the provision of educational services to individuals; (including Hwb)
2. monitoring and reporting on pupils’ educational progress; (including agreements with providers such as the Assessment Foundation; interventions such as Lexia & 1stClass@Number)
3. the provision of welfare, pastoral care and health services;
4. the giving of support and guidance to pupils, their parents and legal guardians;
5. the organisation of educational events and trips;
6. ParentPay communication with parents and legal guardians (not used to send information
7. to review online ParentPay payments for services such as school lunches

* planning and management of the school.

Parents and guardians are also given the option in the consents section of the Admission Brochure to give permission for media images of their children to be shared. (See Photography and Filming Policy). Parents can revote consent at any time, but must inform the school of their decision in writing.

***Organisations who may share personal information***

Information held by the School, LEA and WAG on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with;

1. other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
2. bodies doing research for the Welsh Assembly Government, LEA and schools, so long as steps are taken to keep the information secure;
3. central and local government for the planning and provision of educational services;
4. social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
5. various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.
6. Tracking educational assessment- see monitoring and reporting

The GDPR 2018 requires that the school must maintain records of its processing activities. If the school held any inaccurate personal data and shared it with another organisation, it is responsible for informing that organisation about the inaccuracy so that it can correct its own records.

***Personal information held***

The sort of personal information that will be held includes;

1. personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians;
2. information on performance in internal and national assessments and examinations;
3. information about parent or carers disability, only to inform school access plans
4. information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
5. details about pupils’ immigration status (this is used only to prepare summary statistical analyses);
6. medical information needed to keep pupils safe while in the care of the school;
7. information on attendance and any disciplinary action taken;
8. information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any “data controller”. The presumption is that by the age of 13 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website <http://www.valeofglamorgan.gov.uk/our_council/freedom_of_information.aspx> or for those pupils/parents where this is not practical, a hard copy can be obtained from the school Admin Officer, Mrs A Gathergood.

***Pupils Aged 13 or Over***

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Pupil Number (UPN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

***Other information***

The Welsh Assembly Government, LEA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Assembly Government, LEA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

***Retention Period Criteria***

The school adheres to the Vale of Glamorgan Council Retention Schedule. This was based on the model “Retention Guidelines for Local Authorities” as produced by the Local Government Group of The Records Management Society of Great Britain (version 2003.1) and endorsed by the Keeper of Records at the National Archives.

The schedule applies to both paper based and electronic records. These are some examples below:

* Information relating to Looked After Children, Child Protection, Bullying Logs or pupils with Additional Learning Need is retained for 35 years. Other pupils’ Information is retained for 25 years.
* Admissions and Exclusions are destroyed 25 years from the last action.
* Paper based Admission Forms are destroyed 2 years after end of the academic year record was created. Admission and Appeals Panel documentation is retained for 21 years from the year of determination.
* Records for injuries to children are destroyed 25 years from the last closure. Paper based Accident and Incident Forms are destroyed 3 years after a child’s 18th birthday.
* Paper records relating to the accident/incident of an adult are destroyed 3 years from the date of accident/incident. Major Incidents are retained permanently and minor incidents 7 years after closure.
* Complaints are retained for 6 years.

***Your rights***

The **Data Protection Act 1998** gives individuals certain rights in respect of personal information held on them by any organisation.

These rights include;

1. the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
2. the right, in some circumstances, to pause or prevent the processing of personal information if doing so will cause damage or distress;
3. the right to ask for wrong information to be put right;
4. the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you person suffer damage;
5. in some circumstances a pupil’s parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

The **General Data Protection Regulation (GDPR) 2018** also provides the following rights for individuals:

1. The right to be informed *(this ‘fair processing/privacy notice information’)*
2. The right of access *(as Data Protection Act 1)*
3. The right to rectification *(as Data Protection Act 3)*
4. The right to erasure *(an individual can request the deletion / removal of*

*personal data where there is no compelling reason for its continued*

*processing).*

1. The right to restrict processing *(as Data Protection Act 2)*
2. The right to data portability (*no break in service when transferring*

*between schools)*

1. **The right to object** *(if school has no legitimate grounds for continuing*

*and if individuals have an objection on “grounds relating to his or her*

*particular situation”)*

1. Rights in relation to automated decision making and profiling. *(The school*

*does not use automated decision-making, including profiling- all*

*automated assessment or diagnostic tools are also teacher checked.)*

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act and the right to lodge a complaint with this supervisory authority.

***Who is the school Data Controller?***

All staff are responsible for the controlling and processing of data at St David’s CIW VA Primary School.

The Headteacher is the interim school Data Protection Officer, but the school is seeking to secure an LEA service level agreement or a specialist to undertake this responsibility. In Mrs Hoffrock’s absence, her Deputy, Mrs Anthony assumes this role.

***Seeking further information***

For further information about the personal information collected and its’ use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998 or General Data Protection Regulation (GDPR) 2018, you should contact;

1. St David’s CIW VA Primary School on **01656 656447;**
2. Vale of Glamorgan LEA on **01446 700111;**

* the Welsh Assembly Government’s data protection officer at, The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ;
* the Information Commissioner’s office help line can be contacted on 01625 545 745;
* information is also available from [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)