

## Pupil Data Consent for : \_\_\_\_\_

As a school, we are legally required to inform you as to the purpose of any data we hold in relation to your child. We must also inform you **where** we will hold the data, **who** will have access to it, **how long** we keep it for and **when** we will delete / destroy it. This relates to any data we hold – whether on paper or on our computer systems.

Please be assured that we take every step to ensure the safety of this data and to inform you in a timely manner of any changes.

Below, are the categories of Pupil Information that we collect, process, hold and share for your child.

Please sign underneath each section to confirm that you are happy with the arrangements.

Registration Information					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Personal Information	Name, Date of Birth, Copy of Birth Certificate, Unique Pupil Number Address, Contact Information, Parental Responsibility, Siblings in School	Legally required for admission to School  Communication	DfE  Relevant staff members	School's Information Management System	Actively held on file throughout child's time at The Coppice Primary School  Passed onto new school when moving  Archived until child's DoB + 25 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Mandatory Special Categories of Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Special categories of data	Gender, Age, Language, Free School Meal Eligibility,	Legally required for admission to School  Funding	DfE  Relevant staff members	School's Information Management System	Actively held on file throughout child's time at The Coppice Primary School  Passed onto new school when moving  Archived until child's DoB + 25 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Voluntary Special Categories of Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Special Categories of Data	Racial or Ethnic Origin, Religion, Armed Forces Parent, Educational History	Requested by DfE but not mandatory  Funding	DfE  Relevant staff members	School's Information Management System	Actively held on file throughout child's time at The Coppice Primary School  Passed onto new school when moving  Archived until child's DoB + 25 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Medical Information					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Medical Information	Allergies, Healthcare Plans, Medication, Specific Medical Needs, Previous Medical Incidents that may affect learning, Dietary Needs, Outside Agency Referrals, Doctor's contact details	Required for admission to School  To provide appropriate care and guidance	Inclusion Team  Relevant staff members  Outside Agencies	School's Information Management System  Inclusion Team secure files	Actively held on file throughout child's time at The Coppice Primary School  Passed onto new school when moving  Archived until child's DoB + 25 years
Medical Information	Allergies, Healthcare Plans, Medication required in school	Required for admission to School  Provide appropriate care and guidance	Inclusion Team  Relevant staff members  Outside Agencies	School's Information Management System  Inclusion Team secure files  Medicine Permission forms in main office  Medical information boards in main office and Staff Room	Held on file throughout child's time at school  Passed onto new school when moving

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Special Educational Needs Information					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Special Educational and Disability Information	Specific learning difficulties, EHCPs, outside agency referrals, previous learning needs, physical or mental health needs	To support student learning  To provide appropriate care and guidance	Inclusion Team  Relevant staff members  DfE  Relevant Outside Agencies	School's Information Management System  Inclusion Team secure files  Securely held in Childs SEN File	Actively held on file throughout child's time at The Coppice Primary School  Passed onto new school when moving  Archived until child's DoB + 25 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Tests and Assessment Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SATS Results  Phonics Screening  Internal Assessments & Tests	Attainment and progress information	Legally required To provide some data To The DfE  To identify strengths and weaknesses of the school  Informing teaching provision for all children	All relevant staff  DfE  Relevant Outside Agencies	School's Information Management System  DfE  Test results are securely held in childs assessment file  Online by relevant Outside Agencies	Actively held on file throughout child's time at The Coppice Primary School  Passed onto new school when moving  Archived until child's DoB + 25 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Parentpay					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Name	Lunch payments	Payment software for lunches, trips and events	Alliance in Partnership	Secure servers held by Alliance in Partnership and Parentpay	Actively held on file throughout child's time at The Coppice Primary School
Free School Meals eligibility	Trips / Events payments		Parentpay		
DOB		Enter menu choices			
Class					

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

School Pupil Tracker					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Name	Attainment and Progress Information	Assess, record, target and track pupil progress and attainment	School Pupil Tracker	Private, secure servers held at a secure facility in Manchester by UK Fast Ltd	Held for the length of the contract plus 1 day and then permanently deleted
Free School Meals and Pupil Premium eligibility	Attendance		Indirect photos may be accessed by parents of other children		
DOB					
Ethnicity					
Gender					
Class					
Photo					

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

Date:

3P Learning					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Name Teachers name Class Class lists showing first name and surname initial	Attainment and progress information Pupil passwords	Maths and spelling homework - Mathletics for children in Reception to Yr 6 and Spellodrome for children in Yr2 to Yr6  To track progress in these areas	3P Learning Pupil passwords sent home Class lists showing first name and surname initial available to pupils in that class	Microsoft Azure Platform  All data is stored securely within an isolated network  Record of passwords kept securely in school	Held for the length of the contract

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Primary Contact					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupil Name, Admission Number, House, Gender, Ethnicity, Registration and Year Group, Clubs pupil may participate in  Parent Name, Address, Contact Numbers, Email Address, Parental Responsibility	Messages sent to and received from parents	Communication	Primary Contact  PS Connect  Results Squared Limited	Secure servers operating under a Secure Sockets Layer (SSL) that helps to protect data by using Transport Layer Security to encrypt data.	Actively held on file throughout child's time at The Coppice Primary School  12 month message history

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Renaissance Reading					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupils (Year 2 to 6) name, Date of Birth, Gender, Registration group, Name of Teacher	Individual reading profile	To show current reading levels and next steps	Renaissance Learning	Secure servers in US, adhering to the EU/US Privacy Shield Framework and other mechanisms	Actively held on file throughout child's time at The Coppice Primary School

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**Signed**

**Name:**

**Date:**

Speech and Language Link					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupils names, Date of birth, SEN status, EAL, Gender, Pupil Premium, Registration Group	Identification of children with difficulty understanding spoken language	To assess for developmental language delays and put support in place where necessary	Speech Link Multi Media Ltd	Secure server in Canterbury, UK and information is encrypted in transit	Actively held on file throughout child's time at The Coppice Primary School plus 3 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Thrive					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupil name, Class, SEND information where relevant	Record of learning targets	To provide strategies and activities for behaviour and emotional development and building relationships with others	Thrive Online (Parent Company Fronting The Challenge Projects Limited)	Secure server which is certified to the CyberEssentials Plus standard	Actively held on file throughout child's time at The Coppice Primary plus 12 years

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

Photo Information

	YES	NO
I give my permission for photos of my child to be on <u>displays around school</u>		
I give my permission for first name and surname initial of my child to be on <u>displays around school</u>		
I give my permission for photos of my child to be on <u>the School Website</u> ( <a href="http://www.coppice.worcs.sch.uk">www.coppice.worcs.sch.uk</a> ).		
I give my permission for first name and surname initial of my child to be on <u>the School Website</u> ( <a href="http://www.coppice.worcs.sch.uk">www.coppice.worcs.sch.uk</a> ).		
I give my permission for photos of my child to be on <u>educational websites that promote The Coppice Primary.</u>		
I give my permission for first name and surname initial of my child to be on <u>educational websites that promote The Coppice Primary.</u>		
I give my permission for photos of my child to be on <u>the school newsletter or brochure.</u>		
I give my permission for first name and surname initial of my child to be on <u>the school newsletter or brochure.</u>		
I give my permission for first name and surname initial to be on the school OFFICIAL social media sites <u>Twitter (@CoppicePS) / Facebook (The Coppice Primary School, Hollywood).</u>		
I give my permission for photos of my child to be on the school OFFICIAL social media sites <u>Twitter (@CoppicePS) / Facebook (The Coppice Primary School, Hollywood).</u>		

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

**Signed**

**Name:**

**Date:**

**Additional Statement :** *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements.*

**Child's Name :**

**Date of Birth :**

**Name of Person Completing Form :**

**Relationship to Child :**

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