

# Parental Consent Policy Booklet 2020



Success for all through  
Attainment, Resilience and Autonomy

## Contents

Student Registration Form	3
Medical Form	5
Combined Consent Form	7
Home School Contract	9
Parental Consent Information and Policies	11

When you have completed the above four forms on pages 3-9 please could you remove them from the booklet and return them to the schools reception.

# Student Registration Form

PLEASE TEAR OUT FORM HERE AND RETURN TO SCHOOL RECEPTION

Student's Legal Surname	Legal Forename	Preferred Forename	Male / Female
Home Address			
		Postcode	
Previous Schools Attended:			
<b>GUARDIAN 1 DETAILS</b>			
Guardian Surname	Please State Relationship	Forename	Title: Mr / Mrs / Ms / Miss
Home Address (if different from above)			
		Postcode	
Mobile Number	Daytime Contact Number	Home Landline Number	
Email Address		Work Phone Number	
<b>GUARDIAN 2 DETAILS</b>			
Guardian surname	Please State Relationship	Forename	Title: Mr / Mrs / Ms / Miss
Home Address (if different from above)			
		Postcode	
Mobile Number	Daytime Contact Number	Home Landline Number	
Email Address		Work Phone Number	
<b>MORE EMERGENCY CONTACTS</b> (BY LISTING A CONTACT YOU ARE CONFIRMING THAT YOU HAVE THEIR FULL KNOWLEDGE AND PERMISSION TO ACT AS A POINT OF CONTACT FOR THE SCHOOL)			
Name	Relationship	Phone Number	Location of contact
Name	Relationship	Phone Number	Location of contact
Name	Relationship	Phone Number	Location of contact
Name	Relationship	Phone Number	Location of contact
Who would you like us to contact first in an emergency; For example, Mother, Father or Other?			

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SIBLINGS ATTENDING PARK COMMUNITY SCHOOL			
Name	Relationship	Year Group	
Name	Relationship	Year Group	
Name	Relationship	Year Group	
Name	Relationship	Year Group	
OTHER INFORMATION			
<u>FREE SCHOOL MEALS</u> Is your child entitled to free school meals?		YES	NO
<u>ETHNICITY</u> Please state Ethnic Group		Eg: White / British	Prefer not to say
<u>LANGUAGES</u> First Language spoken:		Any additional languages spoken	
<u>COUNTRY OF BIRTH / NATIONALITY</u> * This information is not compulsory - you do not have to provide this information.			
<u>RELIGION</u> * This information is not compulsory - you do not have to provide this information.			
Does either parent serve in the armed forces		YES	NO
TRAVEL TO SCHOOL (Please tick)			
Walk	Car	Public Transport	Cycle
FAMILY DOCTOR			
Doctor's Name		Phone Number:	
Practice Address			
SIGNATURE OF PARENT / GUARDIAN PLEASE SIGN BELOW			
Signature		Print Name	Date
Signature		Print Name	Date
PLEASE PROVIDE BIRTH CERTIFICATE WITH THIS APPLICATION			
Please sign to indicate that birth certificate has been provided with this application		Signature	



# Student Medical Form

Students Name		Date of Birth	
Parent / Carer's Name			

Does your child suffer from any of the following – Please tick appropriate box:			Please give details including information on name of any medicines including dosage
Allergies to any known medication	YES	NO	
Any other allergies, eg material, food, plasters	YES	NO	
Asthma or bronchitis	YES	NO	
Diabetes	YES	NO	
Fits, fainting or blackouts	YES	NO	
Severe headaches or migraines	YES	NO	
Heart conditions	YES	NO	
Any other illness or disability	YES	NO	
Does your child receive REGULAR medication or medical treatment	YES	NO	
Travel Sickness	YES	NO	
Does your child have any special needs? This information will be treated with sensitivity and discretion	YES	NO	
Is your child receiving medical or surgical treatment of any kind from either their family doctor or hospital?	YES	NO	
Has your child been given specific medical advice to follow in emergencies?	YES	NO	
Park Community School will not give your child medication unless you complete and sign Form 3B, available on the school website and from school reception.			
If it is considered necessary, do you consent to your child being given mild painkillers (e.g. Paracetamol being administered?)	YES	NO	
If it is considered necessary, do you agree to hypo-allergenic sun screen being provided?	YES	NO	
Has your child received vaccination against Tetanus in the last 10 years?	YES	NO	

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**I understand that it is my responsibility to update the school with any changes to these details** using a 'Change of Student Details' form available on the school website and from school reception. **Any information given on this form is held on our management information system until your child leaves this school and is not shared with any third parties.**

Is there any additional medical, personal or family information that you think the school should be aware of:

**SIGNATURE OF PARENT / GUARDIAN PLEASE SIGN BELOW**

Signature	Print Name	Date:
Signature	Print Name	Date:

# Combined Consent Form

Student's Name		Date of Birth	
Parent / Carer's Name			

**Park Community School would like you to give your permission/agreement for the following.**

**Please note that these consents will last for the duration of your child's time at Park Community School unless you choose to change them. If so please use our Consent Withdrawal Form available on the school website and from school reception.**

USING YOUR CHILD'S IMAGE	Please tick					
	Yes	No				
May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?						
May we use your child's photographic or video image on our website for promotional purposes e.g. on the school website?						
Are you happy for your child to appear in the media? This may include local newspapers, promotional material or websites for external event / competition organisers in which students have participated.						
Are you happy for your child to appear on social media sites used by the school, e.g. Twitter and Facebook?						
<b>BIOMETRIC INFORMATION</b> The school uses a cashless system for students to pay for food in the dining area and to release work from the computer printers. Students access their money with a biometric system (the system generates a unique code from the pattern on one of their fingers).  Do both you <b>and</b> your son/daughter give your consent for us to electronically store the code generated from the finger pattern and use this for catering payment, print release, library borrowing and other devices?						
<b>INTERNET ACCEPTABLE USE POLICY</b> Both you and your son/daughter should read the details of our Internet Acceptable Use Policy contained in the Parental Consent Policies booklet before internet access will be provided.	Do you both agree to the terms & conditions?  <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Yes	No		
Yes	No					
<b>SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES</b> I am happy for my child to take part in local school trips and other activities that take place off school premises and therefore to be given first aid or urgent medical treatment during any school trip or activity. (This means your child's name will be shared with external event / competition organisers).  I am happy for my child to take part in 'adventurous' activities on site for example inflatables, climbing walls, laser-tag, falconry, bush-craft and similar adventurous activities.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	<table border="1"> <tr> <td></td> <td></td> </tr> </table>		
Yes	No					

I have read and understood the Park Community School Parental Consent Policies booklet and Hampshire County Council conditions of use below.



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I have read and understood the Park Community School Parental Consent Policies booklet and Hampshire County Council conditions of use below.

**Signature of Parent / Guardian below:**

Please Print Name		
Signature	Signature	Date:

**Signature of Student please sign below:**

Please Print Name	
Signature:	Date:

**Conditions of use**

1. This form is valid for five 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 at any time in writing using our a consent withdrawal form.

**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 law applies.

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



# Home School Contract

PLEASE TEAR OUT FORM HERE AND RETURN TO SCHOOL RECEPTION

Student's Name		Date of Birth	
Parent / Carer's Name			

This home school contract has become necessary to ensure that Park Community School can support and help your child to improve his/her behaviour in school. It outlines what the school will do to educate your child and what the student and his/her parents/carers will do to support the school.

## Park Community School will aim to provide:

- A safe and secure learning environment for all
- The highest standards of care and discipline to promote respect for all
- A learning environment, including equipment, resources and facilities to promote confidence and independence in our students as learners
- Teaching and academic guidance and assistance to students throughout their school career
- Regular feedback to students on their progress, reports and academic progress information to parents/carers
- A link to outside agencies when necessary

## Park Community School expects Students:

- To complete all schoolwork and homework to the best of their ability
- To achieve regular and punctual attendance
- To respect all members of the school community
- To follow modern British values
- To take responsibility for their own work and behaviour
- To follow the school rules and codes of conduct; to be mindful of the reputation of the school at all times
- To never use the school name without gaining prior consent/authorisation
- To care for all school equipment, the school buildings and respect the school environment

## Parent /Carer

- To support the school and its ethos
- To work in partnership with the staff
- To inform the school promptly of any concerns
- To respond to concerns raised by members of staff
- To ensure regular and punctual attendance of their child/children to school, to avoid taking their child/children out of school during term time
- To support the high standards of discipline, behaviour and security in the school
- To acknowledge the part that good discipline, behaviour and security play in high attainment
- To send their children to school in full uniform and properly equipped to work
- To support the school in upholding modern British values
- To support the school rules and codes of conduct; to be mindful of the reputation of the school at all times
- To attend all parents' evenings, meetings and Student Review Days
- **To notify the school of any changes in personal details**

## SIGNATURE OF STUDENT PLEASE SIGN BELOW

Signature	Print Name	Date
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## SIGNATURE OF PARENT / GUARDIAN PLEASE SIGN BELOW

Signature	Print Name	Date
Signature	Print Name	Date

# About this booklet

The purpose of this booklet is to provide a copy of the policies agreed to by the parent/carers and/or the student in the Parental Information and Consent form. The form has four parts:

1. Registration information – this includes basic personal data for example contact information that parents/carers are required by law to provide and to update whenever there is a change in the details.
2. Medical information – this includes relevant medical information that parents/carers are required by law to provide and to update whenever there is a change in the details.
3. Consent Form – this covers the activities for which the school would like your consent.
3. Home School Agreement – this includes the main responsibilities the school, its students and its parents have to each other

## **This booklet applies to the Consent Form.**

Please Note: This booklet is intended for reference use only. If you require a Parental Consent form please contact Park Community School on 023 92 489800, ask for one at school reception, or access through the MyEd Ap.

For your convenience a page has been provided at the back of this booklet for you to copy the preferences you have selected on the Parental Consent form. This is purely for you to refer back to if you wish and does not qualify as a form of consent.

## **The policies outlined in the booklet are:**

- Using images of children [see also CCTV Policy]
- Using children's personal information on external online web applications (For information only. Consent not required)
- Biometric information and how it will be used
- Internet Use for Students [see also E-Safety Policy]
- Consent for school trips and other off-site activities
- How long consent lasts and the right to withdraw consent
- Privacy Notice (page 10) informs your child about the data that the schools holds about them and their rights in relation to it.

If you have any questions regarding this booklet, the policies in it or any of the schools' policies please do not hesitate to contact us on 023 92 489800. Many of the school's policies and information regarding them can also be found on our website: [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk)

# Parental Consent Policy

The school collects and uses personal information (referred to in the General Data Protection Regulation 2018 (GDPR) as personal data) about pupils and parents. This information is gathered in order to enable the provision of education and other associated functions. In addition, the school may be required by law to collect, use and share certain information. [See Data Protection Policy.]

Most of the personal information you provide to us is mandatory. For example: names, contact details, relevant medical information, special educational needs. Information is also passed on to us from previous schools, including, for example: assessment, attendance and behaviour data. However, some information provided to us is done so on a voluntary basis. To comply with the General Data Protection Regulation, this document informs you about those areas of school activity where we need your consent, or that of your child in some instances.

## 1. Using images of children

### **a) Use of images for educational purposes**

The school will periodically take a 'portrait' photographs of your child for the purpose of identification. The image is stored electronically in our Management Information System (MIS) and is not shared with external agencies.\*

The school will also record/video students for educational purposes, for example when completing GCSE coursework. This type of recording is a requirement of the validation of students' coursework in a number of subjects such as dance, drama and modern foreign languages. The recordings are therefore shared with the relevant examination board and may also be shown internally as models of good practise to other students.

### **b) Use of images for monitoring purposes**

We may also make CCTV, video or webcam recordings of children and other site users. These are used to assist in managing the school, for example by increasing personal safety, identifying offenders and protecting the building and its assets. Recordings may be viewed only by authorised school staff. Recordings are held for approximately 30 days. Data that is needed as evidence is stored securely. Data may be shared with the Police for the prevention and detection of crime, authorised officers of Hampshire County Council for supervisory purposes, authorised demonstration and training. It may also be shared with legal agencies such as solicitors. (Please see the 'CCTV System Policy' for further details, available on the school's website.)

### **c) Use of images for promotional purposes**

Occasionally, we may take photographs of the children at our school and use these images in our school's prospectus or in other printed publications, as well as on our website, or on project display boards at our school.

The Media Suite at Park Community School means all pupils will at times have the opportunity to record and/or appear in audio or video projects related to curriculum work or as part of their personal development. Some of these projects may be shown in our daily "Butterfly Broadcasts", on Park Community School's website and possibly the internet e.g. via YouTube.

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.

\* The lawful basis for this is the fulfilment of a 'Public task: where processing is necessary for the school to fulfil its functions.'

**d) When you consent, the school's commitment to you includes:**

1. We will not normally 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.
2. If we name a student in the text, we will not use a photograph of that to accompany the article without good reason. (See point 3 below.)
3. 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.
4. We may include pictures of students and teachers that have been drawn by the students. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

Please note that the press are exempt from the General Data Protection Regulation and may want to include the names and personal details of children and adults in the media. (In the case of students in year 10/11, they may provide consent for the use of their own image, where this has previously been withheld. To do this they would simply need to email DATA@pcs.hants.sch.uk so that it is formally logged.

## **2. Using children's personal information on external online web applications**

To support students' learning the school makes use of a variety of GDPR compliant external online web applications. As the school's use of these applications already has a lawful basis\*, consent does not apply. However, they are included here in order to be transparent about the use of this data. For example, we routinely use applications such as Mymaths to set homework, to assist in the recording of homework and/or to enable you to access information about your child's homework, behaviour and attendance. We also use Tucasi/ SCOPay to service cashless catering and other payments you may need to make for school activities.

Although these and our other application providers may change from time to time the personal data these providers are given is generally limited to your child's name and occasionally his/her date of birth.

We ensure security, for example, through the use of:

- Students own log-in and individual passwords
- Parents own log-in and password (for relevant sites)
- Encryption through HTTPS web-site standard protection
- Additional security levels i.e. multi-factor authentication (MFA)

Access to data held on these applications is limited to relevant school staff as well as your child and parents with log-in access. Most of these applications do not hold data but synchronise with the school's management information system (MIS.)

\* The lawful basis for this is the fulfilment of a 'Public task: where processing is necessary for the school to fulfil its functions.'

### 3. Biometric information and how it will be used

Biometric information is where a person's physical characteristics, such as a 'fingerprint,' is used to create a code that can be used to identify them. The fingerprint itself is not recorded, but the pattern is used to create a code that is recognised by a scanner. Each time the fingerprint pattern is 'read' by the scanner it recognises the code. The code cannot be used in reverse to create a fingerprint.

The school would like to take and use information from your child's finger to provide your child with access to the cashless catering system and to release printing from computers. Biometrics may also be used to access library books and other school devices such as computers in lockers.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system. For example:

- a. the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- b. the school must ensure that the information is stored securely;
- c. the school must tell you what it intends to do with the information;
- d. unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is BioStore Limited. This is necessary in order to obtain the information needed to provide the cashless catering system.

To use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects, in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system, for example a swipe card may be issued if appropriate. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance can be found via the following links: Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, headteachers, principals and school staff': [www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools](http://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools)



## 4. Internet Use for Students

The school has broadband connection to the internet. The internet is a valuable resource to all students which helps them with their learning in all areas of the curriculum, this also offers the possibility for international communications between students.

As anyone can add information to the internet, there is some material which is unsuitable for viewing by children. We have, therefore, introduced procedures which should enable your son/daughter to use the internet safely and securely. A filtering programme has been installed which should deny access to unsuitable material and the school has an Acceptable Use Policy which is strictly enforced.

We will make every effort to ensure unacceptable material is not viewed by your son/daughter and all students and staff users of the internet must agree to follow the rules set out in the Acceptable Use Policy below.

### Acceptable Use Policy

The Acceptable Use Policy is an agreement between you, your child and the school to use the internet for educational purposes only. Its aim is to:

- Allow all users to access and use the internet for educational purposes.
- Protect employees and students from sites, information and individuals, which could undermine the principles, aims and values of Park Community School.
- Provide rules which are in accord with the General Data Protection Regulations.

#### **a) When signing the policy, the student is agreeing to the following:**

1. I must have the permission of my parent(s)/guardian before I will be allowed to use the Internet.
2. I must have read and understood the Acceptable Use Policy.
3. I am only permitted to use the internet when supervised by a member of staff.
4. I am only permitted to use my official school e-mail account, which I must use in an appropriate manner, not sending abusive mail, using inappropriate language, or enclosing (attachments) of inappropriate pictures. I am not permitted to use any other e-mail service.
5. I agree that it is my responsibility to report abusive e-mails, inappropriate pictures and any contact by unknown persons to the school.
6. I agree that the work/activity on the internet during the school day must be directly related to my school work. I understand that private use of the internet during the school day is strictly forbidden, this includes any attempt to use any social networking sites, e.g Facebook, MySpace, Youtube and Twitter.
7. I will under no circumstances give out personal information such as addresses / telephone numbers or e-mail addresses of any member of staff or student at Park Community School, this includes publishing any names, photographs or video of students and any school employees, for use on the internet.
8. I will not transfer inappropriate material from any source into my school user area, or onto any storage media or device. I will not transfer inappropriate material from any source outside of school and upload them in school or use any other means to bypass the school filtering system.
9. I will under no circumstances view, upload, download or include material for private use (music / film / games) into my school account which is unsuitable/not required for school. This applies to any material of a violent, dangerous, racist or of inappropriate sexual content or which is likely to be offensive in any way to any member of our school community. If I am in any doubt as to the suitability of any material I find I will check with a member of staff.
10. I will not engage in on-line conversations (messaging or chat sites) unless given specific permission by a supervising member of staff. If this is the case I shall be polite and appreciate that other users might have different views from my own.
11. I understand that failure to comply with these rules will result in one or more of the following:
  - access being suspended for 24 or 48 hours and/or having restricted internet access imposed.
  - A letter dispatched informing my parent(s)/guardian of the nature of a serious breach of rules.
  - Appropriate sanctions and restrictions placed on access to school facilities.
  - Any other action as decided by the Headteacher and Governors of Park Community School.

**b) In response, Park Community School agrees:**

1. To only publish names or photographs of students on the internet with the written permission from parents/guardians.
2. To make every effort to ensure that the students do not view/hear unsuitable material. To regularly review internet use and address any concerns, for example, access around firewalls to unsuitable sites.

## **5. Consent for school trips and other off-site activities**

Park Community School is committed to providing all students with the opportunities to learn and develop through participation in school trips and other off-site activities. By giving your consent you are agreeing to your child:

- Taking part in local school trips and other activities that take place off school premises. This will include your child's name being shared with external event and competition organisers to allow for events to be planned and certificates to be awarded e.g. football tournaments Rotary Club Youth Speaks competition, Greenpower and so on. (Under GDPR external organising bodies should not then pass on children's names to third parties.)
- Being given first aid or urgent medical treatment during any school trip or activity
- Your child's name and image being shared with external event and competition organisers for the purposes of celebration or event promotion for example organisation's magazine or website.
- Taking part in activity sessions on-site that include (but not exclusively) inflatables, climbing walls, laser-tag, falconry, bush-craft and similar adventurous activities.

Please note:

1. That the trips and activities covered by this consent include:
  - a. Off-site sporting fixtures during and outside the school day,
  - b. Trips to local venues e.g. South Downs College, Portsmouth, Chichester
  - c. Performance events to local venues
  - d. Adventurous activities offered by local venues
2. The school will send you information about each trip or activity before it takes place.
3. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
4. Written parental consent will not be requested from you for those off-site activities listed in 1. above. We will, however, seek separate permission for any trips that are residential or not local or for which we ask for a contribution towards the cost.

## **6. How long consent lasts and the right to withdraw consent**

1. Your consent is valid for five 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. You can withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent or withdrawal of consent must be in writing. The Consent Form and Withdrawal of Consent forms are available at school reception and accessible through the MyEd Ap.

## 7. Privacy Notice for Parents and Students

We, Park Community School, are the data controller for the purposes of the General Data Protection Regulation 2018 (GDPR). We collect information from you and may receive information about you from your previous school, Hampshire County Council and the Learning Records Service.

### **a) We collect and use personal information:**

- To support pupil learning (including with GDPR compliant providers of online services)
- To monitor and report on pupil progress
- To provide appropriate pastoral care and career guidance
- To assess the quality of our services and how well our school is doing
- For statistical forecasting and planning
- To comply with the law regarding data sharing

### **b) The categories of personal information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address, parent email address and telephone number, emergency contact)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information
- Post 16 learning information (e.g. destination)
- Looked after child (LAC) status
- Pupil premium status

The General Data Protection Regulation allows us to collect and use pupil information on the following basis: with consent of the individual/parent, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of an individual or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the individual/parent and the vital interests of the individual or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010. (See also Article 6 for Personal Data and Article 9 for Special Category Data from the GDPR May 25th 2018).

Most of the personal information you provide to us is mandatory. For example: names, contact details, relevant medical information, special educational needs, attendance information, free school meal eligibility and photographs for use on our management information system (MIS.) Information is also passed on to us from previous schools, including, for example: assessment, attendance and behaviour data. However, some information provided to us is done so on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.



This is done through the PCS Parental Consent Policy Document, available in hardcopy from reception and also online on the MyEd App. Information for which we need your consent includes, for example: biometric data, the taking of students' images for publication e.g. on the school's website, trips where information will need to be passed onto an external company. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

### **c) Storing personal data**

We keep information about students and their parents on computer systems and sometimes on paper.

We hold education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed. We routinely share pupil information with:

- Schools/colleges
- Our local authority (including social services, court and police)
- The Department for Education (DfE)
- NHS (e.g. CAHMS)

### **d) Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

### **e) Why we share pupil information**

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **f) 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>.

### **g) What is different about pupils aged 13+?**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent / guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

## **h) 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## **i) Requesting access to your personal data**

Under data protection legislation, 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 [DPO@pcs.hants.sch.uk](mailto:DPO@pcs.hants.sch.uk).

You also have the right, subject to some limitations 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

#### **j) Contact:**

If you would like to discuss anything in this privacy notice, please contact:  
dpo@pcs.hants.sch.uk [The Data Protection Officer and team]

#### **k) Data Protection Team, Children's Services**

Elizabeth II Court (North), The Castle, WINCHESTER, SO23 8UQ  
Website: <http://www3.hants.gov.uk/learning>  
email: [childrens.services.dp@hants.gov.uk](mailto:childrens.services.dp@hants.gov.uk)  
Telephone: 01962 845320

#### **l) Public Communications Unit, Department for Education**

Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

Once you are aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform the school if you or your parents wish to opt-out of this arrangement.

For more information about young peoples' services, please go to the Government website page at <https://www.gov.uk/topic/schools-collegeschildrens-services/support-for-children-young-people>.

For more information about support for children and young people in Hampshire please go to <http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople.htm>

# Copy of Parental Consent Preferences

The table below is not the consent form:

Please use this section as a REMINDER of the preferences you have selected on the Parental Consent form. A Parental Consent form should be sent out with this booklet and be returned, completed, to Park Community School. Once again we would like to remind you that this is for your reference only and does not qualify as a form of consent. If you require a replacement form please contact school reception.

Policy area	Your Preference	
Using your child's image:	Yes	No
Your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes	Yes	No
Your child's image on our website	Yes	No
Your child to appear in the media	Yes	No
Your child to appear in school's social media	Yes	No
BIOMETRIC INFORMATION		
Cashless catering systems, printers and photocopiers	Yes	No
Acceptable Internet Use	Yes	No
SCHOOL TRIPS AND ACTIVITIES		
I am happy for my child to take part in local school trips and other activities that take place off school premises and first aid.	Yes	No
Adventurous on-site activities	Yes	No

much  
**more** than  
just a **school**

This booklet was printed by Park Design and Print  
Established to give young people real life work experience

[PDP@pcs.hants.sch.uk](mailto:PDP@pcs.hants.sch.uk) - 023 92 489 840

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