



## Data Collection Sheet (updated May 2018)

Tynsel Parkes C. E. Primary Academy is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The *General Data Protection Regulation* becomes law in all European countries from 25<sup>th</sup> May 2018. From this date, EU residents (data subjects) have greater control over the processing of their personal data and organisations within the EU have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. Please find a copy of our Privacy Notice enclosed; this can also be accessed via the Academy website [www.tynselparkesacademy.co.uk](http://www.tynselparkesacademy.co.uk).

The data we collect about your child and their emergency contacts will be utilised in accordance with the Academy's Privacy Notices, Data Protection Policy and Compliant Records Management Policy. The data we collect aids us in our ability to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils. The data collected in this form will be transferred onto electronic systems and stored in accordance with the Academy's defined retention periods, according to the nature of the data.

Upon completing this form, you will be providing the academy with data which is specified under the *General Data Protection Regulation* as Special Category Data, which is data that could be considered particularly sensitive to an individual. This means that, under data protection law, we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation in ensuring that that we maintain a positive and safe teaching and learning environment, where we have a legal obligation to process this data or where we have consent. Special categories of data are classified as: race, ethnicity, religious beliefs, eligibility for free school meals, special educational needs, physical health and mental health information and biometric data.

Where we require your consent for collecting data, this will be specified within our data collection form.

### **Section One - Your Child's Details**

<b>Legal Surname</b>	
<b>Preferred Surname</b>	
<b>Forename</b>	
<b>Preferred Forename</b>	
<b>Gender</b>	

<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Class</b>	
<b>Email Address</b>	
<b>Day time telephone number</b>	
<b>Name of siblings attending the academy</b>	

**Section Two - Your Child's Medical Information**

Do you consider your child to have a medical condition? If yes, please provide details below, including any medication they are required to take whilst at the academy.

<b>Medical condition(s)</b>	
<b>Allergies</b>	
<b>Medication requirements</b>	
<b>Dietary needs (including for religious reasons)</b>	
<b>Intolerances</b>	

**Medical Practice**

<b>Name of medical practice and Doctor</b>	
<b>Telephone number</b>	

**Accessibility**

If your child has a disability or access requirements, please utilise the below table to notify the Academy

<b>Disability</b>	
<b>Access requirements</b>	

**Section Three - Parental and Emergency Contact Information**

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in order that you wish for them to be contacted in an emergency.

Are there any Court Orders which relate to the child, e.g. Custody Orders? YES / NO

If YES please detail the nature of the order (proof should be provided to the academy office – copies will not be retained but proof will be recorded as having been seen. This data will be processed in accordance with our data

<b>Contact Name</b>	<b>Relation to Pupil</b>	<b>Home address including postcode</b>	<b>Parental Responsibility</b>	<b>Telephone Number (mobile and home)</b>	<b>Priority number</b> (1 -4: in the order that you would like to be contacted in an emergency)
			Yes/No		
			Yes/No		
			Yes/No		
			Yes/No		

**Section Four - Meal Arrangements (please tick)**

<b>Academy dinner - free</b>	
<b>Academy dinner - paid</b>	
<b>Sandwiches/packed lunch</b>	
<b>Other (please state)</b>	

### **Section Five - Eligibility (pupil premium and free school meals)**

This information will be used to check eligibility for Pupil Premium and/or Free School Meals. Please note that non completion of this section of the form could result in your child not receiving appropriate free school meal allocations and/or additional academy funding. The academy receives additional funding of £1,300 pupil premium funding for each child registered for income assessed free school meals.

This can be confirmed by completing the information below and ticking one of the boxes in the table provided:

Name of claimant: \_\_\_\_\_

<b>Child Tax Credit but do not receive Working Tax Credit and that my annual household income is less than £16,190 (please note if you are receiving working tax credit, or if you have a partner and they are receiving working tax credit, regardless of income, you will not qualify)</b>	
<b>Income Support</b>	
<b>Income-Based Job Seekers Allowance</b>	
<b>Income Related Employment and Support Allowance</b>	
<b>The Guarantee Element of State Pension Credit</b>	
<b>Universal Credit</b>	
<b>I am an Asylum Seeker</b>	
<b>I do not receive any of the above</b>	

National insurance number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Section Six - Pupil's Ethnic Background**

Student ethnic background information is utilised by the Academy as part of our census returns to the DFE. Whilst this information is useful for the Academy to process for purposes such as the census return, it is not mandatory for the below information to be provided.

Should you wish to provide the information outlined below, this will be utilised in accordance with the Staffordshire University Academy Trust's Data Protection Policy and Compliant Records Management Policy. This data will be accessed by approved Academy personnel and stored in a secure manner electronically in the Academy's Management of Information System, called SIMS. This is provided by a company called Capita.

Should you wish to withdraw your consent at any time, please contact the office on 01889 221920 to confirm the withdrawal of your consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid indefinitely from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

If you have any queries or concerns in relation to the protection of data, please contact the academy's data administrator via [office@tynselparkesacademy.co.uk](mailto:office@tynselparkesacademy.co.uk) or the Trust Data Protection Officer via 01782 969465 / [hkirkham@suatrust.co.uk](mailto:hkirkham@suatrust.co.uk).

Should you wish to provide the below information, the academy requires signed documentation of your informed consent, which can be provided in section eleven of this documentation.

**Please only complete the below information if you have provided consent.**

**Country of Birth:** ..... **Nationality:** .....

**Ethnic Origin (please tick as appropriate):**

**Category**

<p><b><u>White</u></b>  <input type="checkbox"/> British  <input type="checkbox"/> Irish  <input type="checkbox"/> Traveller of Irish Heritage  <input type="checkbox"/> Gypsy/Roma  <input type="checkbox"/> Any other White background</p> <p><b><u>Mixed</u></b>  <input type="checkbox"/> White and Black Caribbean  <input type="checkbox"/> White and Black African  <input type="checkbox"/> White and Asian  <input type="checkbox"/> Any other mixed background</p> <p><b><u>Asian or Asian British</u></b>  <input type="checkbox"/> Indian  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Bangladeshi  <input type="checkbox"/> Any other Asian background</p> <p><b><u>Black or Black British</u></b>  <input type="checkbox"/> Caribbean  <input type="checkbox"/> African  <input type="checkbox"/> Any other Black background  <input type="checkbox"/> Chinese  <input type="checkbox"/> Any other ethnic background – please state          _____</p>
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<p><b><u>First Language</u></b>  <input type="checkbox"/> Bengali  <input type="checkbox"/> Cantonese  <input type="checkbox"/> English  <input type="checkbox"/> Greek  <input type="checkbox"/> Gujarati  <input type="checkbox"/> Hindi  <input type="checkbox"/> Italian  <input type="checkbox"/> Polish  <input type="checkbox"/> Portuguese  <input type="checkbox"/> Punjabi  <input type="checkbox"/> Spanish  <input type="checkbox"/> Turkish  <input type="checkbox"/> Urdu  <input type="checkbox"/> Other</p> <p><b><u>Religion</u></b>  <input type="checkbox"/> Christian  <input type="checkbox"/> Jewish  <input type="checkbox"/> Sikh  <input type="checkbox"/> Hindu  <input type="checkbox"/> Muslim  <input type="checkbox"/> None</p>
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**Section Seven- Photograph and Video Consent**

Our Academy requires consent in order to process photographic and video data of its pupils/students. Consent to the taking of photographs and videos' is entirely optional. For those who provide consent to the collecting and processing of photographic and video data, the data will only be utilised for the purposes specified below.

For the purpose of this form of consent, photographic and video data is personal information which relates to its pupils/students in a photograph and/or video format, for which consent is required to take, process and retain this data.

Photos and videos of pupils/students will be utilised for the following purposes:

<b>Purpose</b>	<b>Accessed by</b>
Academy and Trust website displays including news feeds and galleries	Academy/trust staff Public through access to the website Website provider
Digital prospectus shared on the Academy website	Academy/trust staff Public through access to the website

	Website provider
Photos shared in Academy building displays and galleries	Academy staff Viewed by members of the public/visitors
Photos shared on achievement boards	Academy staff
Photos shared in termly newsletters (digital and hard copy)	Academy/trust staff Hard copies provided for parents Digital copies are public on the website
Photos utilised for recognition purposes on student/pupil electronic records	Academy staff Academy information management software provider
Photos utilised on/in student/pupil exercise and work books as learning aids	Academy staff Students/pupils Parents
Photos/videos taken during educational visits for the website/internal displays	Academy staff Public through access to the website and internal displays Website provider
Photos displayed in Academy social media	Academy staff Public through use of social media Facebook/Twitter
Photos taken for academy productions	Academy staff Student/pupils Public through internal displays
Photos taken for year books	Academy staff Students/pupils Parents
Annual official Academy photos (whole year group/class group/individual)	Academy staff Photograph provider - Tempest Parents/pupils

If consent is provided to process this data, photographs and videos of pupils/students will be taken only on academy owned cameras and mobile devices by designated members of staff, or on devices from approved official providers such as Tempest photographers. This data will not be collected on personal devices of any nature.

Images and videos will be utilised in accordance with the Staffordshire University Academy Trust's Data Protection Policy and Compliant Records Management Policy. Photographs and videos will be accessed by approved personnel only and stored in a secure manner on the Academy's network, and provided for approved suppliers who can demonstrate compliance with Data Protection Regulations only.

**Should you wish to withdraw your consent at any time, please contact the office on 01889 221920 to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid indefinitely from the date in which it is signed, unless a withdrawal of consent is made. Photographic and video data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.**

If you have any queries or concerns in relation to the protection of data, please contact the academy's data administrator via [office@tynselparkesacademy.co.uk](mailto:office@tynselparkesacademy.co.uk) or the Trust Data Protection Officer via 01782 969465 / [hkirkham@suatrust.co.uk](mailto:hkirkham@suatrust.co.uk).

Photographs and videos will not be taken without your consent. To provide your consent please circle 'yes' in the table below; your signature will be required in section eleven of the data collection form.

Academy and Trust website displays including news feeds and galleries	Yes/No
Digital prospectus shared on the Academy website	Yes/No
Photos shared in Academy building displays and galleries	Yes/No
Photos shared on achievement boards	Yes/No
Photos shared in termly newsletters (digital and hard copy)	Yes/No
Photos utilised for recognition purposes on student/pupil electronic records	Yes/No
Photos utilised on/in student/pupil exercise and work books as learning aids	Yes/No
Photos/videos taken during educational visits for the website/internal displays	Yes/No
Photos displayed in Academy social media	Yes/No
Photos taken for academy productions	Yes/No
Photos taken for year books	Yes/No
Annual official Academy photos (whole year group/class group/individual)	Yes/No

### **Section Eight - Permissions**

**To provide your permission for any activities/further requirements, please tick the below boxes and sign on the final page of the data collection form if you provide your consent.**

<input type="checkbox"/>	I give permission for my child to <b>travel by private car in the event of an emergency</b> (e.g. to take them to hospital).
<input type="checkbox"/>	I give permission for my child to <b>attend sporting fixtures during school and after school.</b>
<input type="checkbox"/>	I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, <b>as considered necessary by the medical authorities present.</b>
<input type="checkbox"/>	I give permission for my child to <b>participate in food tasting sessions</b> as part of lessons or to eat food provided for celebrations.  (Any allergies will be listed on the medical information form)
<input type="checkbox"/>	I give permission for my child to <b>wear face paints or make up</b> for academy productions

	and use make up remover.  (Any allergies will be listed on the medical information form)
<input type="checkbox"/>	I give permission for my child to <b>go on local walks</b> with their class as part of their curriculum studies (e.g. to church, walk around the village).
<input type="checkbox"/>	I give permission for my child to <b>watch PG rated films</b> or clips where they are deemed suitable by teachers or linked to the curriculum.
<input type="checkbox"/>	I give permission for my child to <b>travel by mini bus to events within academy hours.</b>

### **Section Nine - Communications**

The academy requires your email address as detailed in section one of this form, to utilise in accordance with ParentPay and Live Kitchen, our cashless payment systems, in order to fulfil its financial requirements to reduce cash handling on the premises. Unless you provide your consent in section ten of the data collection form, your email address will be utilised solely for this purpose.

The academy wishes to continue our effective communication with parents and carers. As part of our communication provision, the academy subscribes to Teachers2Parents who provide umbrella text messaging and email system services to allow us to provide communications such as important reminders and updates. Correspondence of this nature will be sent to your primary contact detailed in section three of this form. Service providers utilised by the Academy are compliant with Data Protection laws; your telephone numbers will not be passed to any third party providers without your consent. Your consent can be provided on section ten of this form.

### **Section Ten - Consent**

**Please tick and sign below if you are providing your consent.**

- I consent to issuing the ethnic background information of my child, as per section seven of the Academy's data collection form by providing my signature below.
- I consent to the processing of my child's photographic data, as selected in section eight of the Academy's data collection form by providing my signature below.
- I consent to the use of my child's biometric data being used as per section nine of the Academy's data collection form by providing my signature below.
- I consent to my child to participate in the events selected and specified in section ten of the Academy's data collection form by providing my signature below.

Name of Parent/Carer (person with parental responsibility)

\_\_\_\_\_

Signature of Parent/Carer (with PR) \_\_\_\_\_

Name of pupil/student \_\_\_\_\_

Date \_\_\_\_\_