



Staffordshire University Academies Trust

Tynsel Parkes C.E. Primary Academy



Data Collection Sheet

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 became law on 25th May 2018. From this date, data subjects (the person to which personal data relates) have greater control over the processing of their personal data and organisations 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

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 also be transferred onto electronic systems and stored in accordance with the Academy's defined retention periods. It is the responsibility of the parent/carer completing this form to ensure that appropriate consent has been given by their emergency contact, to provide their details for the academy.

Upon completing this form, you may 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 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 obligations 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

| | |
|---|--|
| Legal Surname | |
| Preferred Surname | |
| Forename | |
| Preferred Forename | |
| Gender | |
| Date of birth | |
| Address | |
| Post code | |
| Day time telephone number | |
| Parent email address | |
| Name of siblings attending the academy | |

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.

| | |
|--|--|
| Medical condition(s) | |
| Allergies | |
| Medication requirements | |
| Dietary needs (including for religious reasons) | |
| Intolerances | |

Medical Practice

| | |
|---------------------------------|--|
| Name of medical practice | |
| Telephone number | |

Accessibility

If your child has a disability or access requirements, please utilise the below table to notify the academy to ensure that appropriate measures can be taken to support accessibility.

| | |
|----------------------------|--|
| Disability | |
| Access requirements | |

Section Three – Parental and Emergency Contact Information

| Contact Name | Relation to the pupil | Home address including postcode | Parental responsibility | Telephone number (mobile and home) | Priority number (Please indicate the order in which you would emergency contacts to be contacted (1-4)) |
|---------------------|------------------------------|--|--------------------------------|---|---|
| | | | Yes/No | | |
| | | | Yes/No | | |
| | | | Yes/No | | |
| | | | Yes/No | | |

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. The academy also needs to be aware of any Court Orders in order to legally fulfil its safeguarding obligations as a public body organisation.

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 must be provided to the academy office in its current form).

Please list below anyone else you give permission to collect your child but is not an emergency contact point:

| Contact Name | Relationship to Pupil |
|--------------|-----------------------|
| | |
| | |
| | |

The information you provide in the below table will be used within the academy's census return which may be shared with the DFE and Staffordshire County Council. The purpose of collecting data of this nature is to support the academy in securing additional funding to support our pupils/students within their learning environment. Please note that this is not mandatory. The data you provide will remain confidential at all times. **Please provide copies of any residency orders for the main office.**

| | |
|--|---|
| Is your child in the care of the local authority? | Yes/No |
| Has your child ever been in the care of the local authority? | Yes/No If yes, please provide dates <u>DD/MM/YY – DD/MM/YY</u> |
| Is your child in foster care? | Yes/No |
| Is your child adopted? | Yes/No |
| Are there any residency orders in place for your child? | Yes/No |
| Is your child of a service family? Please see below criteria from the Department for Education website, to support your answer: <ul style="list-style-type: none"> • one of their parents is serving in the regular armed forces • they have been registered as a 'service child' in the school census at any point since 2011 • one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme • pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children | Yes/No |

Section Four - Educational History (where applicable)

| <u>School</u> | <u>Address</u> | <u>Date of attendance</u> | <u>Date of leaving</u> |
|---------------|----------------|---------------------------|------------------------|
| | | | |
| | | | |
| | | | |

Section Five - Meal Arrangements (please tick)

| | |
|-------------------------|--|
| Academy dinner – free | |
| Academy dinner – paid | |
| Sandwiches/packed lunch | |
| Other (please state) | |

Section Six - Eligibility (pupil premium and free school meals)

This information will be used to check your child's 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: _____ National insurance number: _____

Date of birth: _____

| | |
|--|--|
| 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) | |
| Income Support | |
| Income-Based Job Seekers Allowance | |
| Income Related Employment and Support Allowance | |
| The Guarantee Element of State Pension Credit | |
| Universal Credit | |
| Support under part VI of the Immigration and Asylum Act 1999 | |
| Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit | |
| Children who get the above benefits directly rather than through a parent or guardian are also eligible for free school meals. | |
| Your child may also be eligible for free school meals if you get an of the benefits listed and your child is both younger than the compulsory age for starting school and in full-time education. | |
| I do not receive any of the above | |

Section Seven – 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, it is not mandatory to provide. This data will be accessed by approved Academy personnel and stored in a secure manner physically and also electronically in the Academy’s Management of Information System, called SIMS. This is provided by a company called Capita. 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 are providing consent.

Country of Birth: Nationality: Ethnic Origin (please tick as appropriate):

| |
|---|
| <p><u>White</u></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Traveller of Irish Heritage</p> <p><input type="checkbox"/> Gypsy/Roma</p> <p><input type="checkbox"/> Any other White background</p> <p><u>Mixed</u></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background</p> <p><u>Asian or Asian British</u></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background</p> <p><u>Black or Black British</u></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic background – please state</p> <p>_____</p> |
|---|

| |
|---|
| <p><u>First Language</u></p> <p><input type="checkbox"/> Bengali</p> <p><input type="checkbox"/> Cantonese</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Greek</p> <p><input type="checkbox"/> Gujarati</p> <p><input type="checkbox"/> Hindi</p> <p><input type="checkbox"/> Italian</p> <p><input type="checkbox"/> Polish</p> <p><input type="checkbox"/> Portuguese</p> <p><input type="checkbox"/> Punjabi</p> <p><input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Turkish</p> <p><input type="checkbox"/> Urdu</p> <p><input type="checkbox"/> Other</p> <p><u>Religion</u></p> <p><input type="checkbox"/> Christian</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> None</p> |
|---|

Section Eight – Photographs and Videos

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 and 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.

| Purpose | Accessed by | Consent |
|--|---|----------------|
| Academy and Trust website displays including news feeds and galleries | Academy/trust staff Public through access to the website Website provider | Yes/No |
| Digital prospectus shared on the Academy website | Academy/trust staff Public through access to the website Website provider | Yes/No |
| Photos shared in Academy building displays and galleries | Academy staff Viewed by members of the public/visitors | Yes/No |
| Photos shared on achievement boards | Academy staff | Yes/No |
| Photos shared in termly newsletters (digital and hard copy) | Academy/trust staff Hard copies provided for parents Digital copies are public on the website | Yes/No |
| Photos utilised for recognition purposes on student/pupil electronic records | Academy staff Academy information management software provider | Yes/No |
| Photos utilised on/in student/pupil exercise and work books as learning aids | Academy staff Students/pupils Parents | Yes/No |
| Photos/videos taken during educational visits for the website/internal displays | Academy staff Public through access to the website and internal displays Website provider | Yes/No |
| Videos taken of school events and shared on Academy Website hosted through Vimeo/YouTube | Academy staff/trust staff Public through access to the website Website provider | Yes/No |
| Photos taken and shared with Local Newspapers | Academy staff Public through access to the website/hard copies Newspaper staff/photographer | Yes/No |
| Photos displayed in Academy social media (Facebook) | Academy staff Public through use of social media | Yes/No |
| Photos taken for academy productions | Academy staff Student/pupils Public through internal displays | Yes/No |
| Photos taken for year books | Academy staff Students/pupils Parents | Yes/No |
| Annual official Academy photos (whole year group/class group/individual) | Academy staff Public through internal displays Photograph provider - Tempest | Yes/No |

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.

Photographs and videos will be accessed by approved staff 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.

Section Nine – Permissions

To provide your permission for any activities/further requirements, please tick the below boxes and sign in section twelve of the data collection form if you provide your consent.

| | |
|--------------------------|--|
| <input type="checkbox"/> | I give permission for my child to travel by private car in the event of an emergency (e.g. to take them to hospital). |
| <input type="checkbox"/> | I give permission for my child to attend sporting fixtures during school and after school. |
| <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, as considered necessary by the medical authorities present. |
| <input type="checkbox"/> | I give permission for my child to participate in food tasting sessions 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 wear face paints or make up 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 go on local walks 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 watch PG rated films or clips where they are deemed suitable by teachers or linked to the curriculum. |
| <input type="checkbox"/> | I give permission for my child to travel by coach to events within academy hours. |

Section Ten - Communications

The academy requires your email address as detailed in section one of this form, to utilise in accordance with ParentPay and SchoolGrid 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 eleven 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 ParentPay/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 eleven of this form.

The Academy is also pleased to provide our parents and carers with updates through use of our newsletter. Newsletters will be displayed on the Academy website and provided for students to take home in paper format. They will also be sent to you via email, with your consent.

The academy requires signed documentation of your informed consent, which can be provided in section eleven of this documentation.

Section Eleven – Consent

Should you wish to withdraw your consent at any time, please contact the school office on 01889 221920 / office@tynselparkesacademy.co.uk 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 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.

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.
- I consent to receiving important Academy reminders and updates via text message and email by providing my signature below.
- I consent to receiving information from the Academy in the form of newsletters by providing my signature below.

If you have any queries or concerns in relation to the protection of data, please contact the academy's data administrator via 01889 221920 / office@tynselparkesacademy.co.uk or the Trust Data Protection Officer via 01782 969465 / hkirkham@suatrust.co.uk.

Name of Parent/Carer (person with parental responsibility) _____

Signature of Parent/Carer (with PR) _____

Name of pupil/student _____

Date _____