



Pupil Data Consent Form for (child's name): _____ **Class** _____

As a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or 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.

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 Of Children and Parents	Child's Name D.O.B. Copy of Birth Certificate Unique Pupil Number, Address, Parents Contact Information including email address and phone number, NI number to check Free school meal eligibility Parental Responsibility, Siblings in school	Legally Required For Admission To School Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System DFE	Held On File Throughout Child's Time At Lickey Hills Primary School and Nursery and The Hive Passed Onto New School When Moving Archived until child's D.O.B + 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: _____

Dated: _____



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	All Staff (where necessary) Third party Catering Company	School's Information Management System DfE	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Passed onto new school when moving Archived until child's D.O.B + 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: _____

Dated: _____

Voluntary Special Categories of Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Special Categories of Data	Racial or Ethnic Origin, Religion, Nationality, Country of Birth, Armed Forces Parent, Educational History	Requested by DfE but not mandatory Funding	All Staff (where necessary) DfE	School's Information Management System DfE	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Passed onto new school when moving Archived until child's D.O.B + 25 years

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Dated: _____

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	All Staff (where necessary) Third party catering company	School's Information Management System SENDCO secure files if appropriate Medical information/allergies On boards in class rooms, in folders in the medical room and staff room	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Passed onto new school when moving Archived until child's D.O.B + 25 years

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Name: _____

Dated: _____

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	Relevant staff and Outside Agencies	School's Information Management System SENDCO secure Files DFE Relevant Outside Agencies	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Passed onto new school when moving Archived until child's D.O.B + 25 years

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

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Name: _____

Dated: _____

Tests and Assessment Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SAT's Results Internal Assessments & Tests Foundation Stage Profile Year 1 Phonics Screening	Child's name, D.O.B, Class, Unique Pupil Number, Pupil levels	Legally Required To Provide Some Data To The Department for Education To Identify Strengths and Weaknesses, So Teaching Can Be Made More Personal	All Staff (Where Necessary)	Data For the DFE Is Electronically Held Teachers Own Test Results Are Held in Their Assessment Files (Paper) Pupil progress recorded electronically on the School Pupil Tracker	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Passed onto new school when moving Archived until child's D.O.B + 25 years

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Name: _____

Dated: _____

Edu Key					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
On-line tool for monitoring and measuring progress of children	Child's name, class, assessment results, Individual Education Plan (if applicable), Provision Map, Interventions (if applicable), Outside Agency Reports (If applicable)	To Identify Strengths and Weaknesses, So Teaching Can Be Made More Personal Monitor provision for SEN and Pupil Premium children	All Staff (Where Necessary)	Held electronically within school. Copies for staff held in assessment files in classroom (paper)	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Passed onto new school when moving Archived until child's D.O.B + 25 years

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Dated: _____

Safeguarding Parental/Carer Consent					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Consent Form (paper copy)	Child's name, class Parental names/phone numbers Other authorised contacts names/phone numbers	Safeguarding, list of authorised people to collect child in case of school closure	All Staff (where necessary)	Held in main Reception office (paper)	Actively held on file throughout child's time at Lickey Hills Primary School and Nursery and The Hive Shredded when moving onto a new school

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

Signed : _____

Name: _____

Dated: _____



Communication Teachers to Parent - Parent Mail					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Computer link from Schools Management Information System to Parent Mail	Child's name, Year group, class name, parent's phone number, parent's email.	Communication from school to parents.	School to parents	Held on schools management information system.	Deleted from Parent Mail when child moves schools.

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

Signed : _____

Name: _____

Dated: _____

2Simple - EYFS Pupils					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Observations of children's learning and achievements	Child's name, Year group, class name, parent's email.	Communication from school to parents.	All staff where necessary Parents of individual children.	Staff school Ipads 2Simples secure app.	Removed when school subscription ends.

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

Signed : _____

Name: _____

Dated: _____



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 any group photos which include my child to be used /stuck in the exercise books of all individuals included on the photo.		
I give my permission for first name of my child to be on <u>displays around school</u>		
I give permission for my child's work to be on <u>displays around school</u>		
I give permission for my child's photo, name and surname initial to be in local newspapers to promote the good works of Lickey Hills Primary School and Nursery and The Hive		
I give my permission for photos of my child to be on <u>the School Website</u> (www.lickeyhills.worcs.sch.uk)		
I give my permission for photos of my child to be on <u>educational websites that promote Lickey Hills Primary School and Nursery and The Hive</u>		
I give my permission for photos of my child to be on <u>the school newsletter or brochure</u>		

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Please tick this box if your child attend The Hive before and after school club