



Curbar Primary School  
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Derbyshire  
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Website: [www.curbarprimary.co.uk](http://www.curbarprimary.co.uk)

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Headteacher: Mr Simon Beahan

22 May 2018

Dear parents/carers

As you may be aware, the GDPR (General Data Protection Regulations) will come into effect on 25<sup>th</sup> May 2018. The GDPR is a piece of EU-wide legislation which will determine how people's personal data is processed and kept safe and the legal rights individuals have in relation to their own data. It is replacing the Data Protection Act (DPA) 1998.

Whilst there are a number of important changes under the new regulation the majority of the data protection procedures currently used in schools will still be applicable after May 2018.

All schools have been advised to inform parents and carers about the new rules and guidelines governing data held on students. Schools have an obligation to be transparent about how personal data is collected, processed and stored. The most common way to provide this information is by the use of privacy notices. Our privacy notice sets out how Curbar Primary School operates within the legal requirements and legitimate interests set out in the GDPR and UK law.

**What we would like you to do:**

- Please complete the consent form at the end of the privacy notice. This details where pupil and parent information is stored and requests your consent. Please note that consent for the collection and storage of some data is overridden by the necessity of safeguarding and other key school functions.
- Please complete the 'School Consent and Information Form' 2018.
- Please check and complete the Student Update Forms where appropriate.

Please return to the school office by Tuesday 5<sup>th</sup> June 2018.

This information and consent will be valid for the rest of the academic year 2017 – 18 and remain valid for the new academic year 2018 – 19. This information can be updated and consent can be withdrawn at any time. Please contact the school office if you would like to make any amendments. The privacy notice and consent forms are available on the school website [www.curbarprimary.co.uk](http://www.curbarprimary.co.uk) under the tab 'GDPR'.

Thank you for your cooperation. Please do not hesitate to contact the office if you have any questions.

Yours sincerely

Simon Beahan  
Headteacher

## Privacy Notice

### **Data Protection Act 1998: How we use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care;
- assess the quality of our services
- protect public monies against fraud

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

A parent/guardian can request that only their child's name, address and date of birth be passed to Derbyshire County Council by informing Curbar Primary School's School Business Officer, Mrs Amy Rumney. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.derbyshire.gov.uk/>.

To ensure your son or daughter's information is kept safe we have the following controls/limitations in place:

- a) the information will not be used for any purpose other than those stated in this notice
- b) the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- c) the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- d) the information will only be held for the periods agreed in our school's Record Retention Policy and Schedule, after which it will be destroyed. For our Record Retention Policy and Schedule, we follow Derbyshire County Council's recommendations for summary guidelines for record retentions for schools and this can be found on the school website: <http://www.curbarprimary.co.uk> – under school policies.
- e) the information will be held, used and shared in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. When you give your consent for your son or daughter's information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting Mrs Amy Rumney, School Business Officer in the school office or on 01433630266.

You can also contact Mrs Amy Rumney if you wish to:

- access any records we hold about your son or daughter
- have any information we hold about your son or daughter corrected
- have any information we hold about your son or daughter erased
- restrict how information we hold about your son or daughter can be used or shared
- object to information about your son or daughter being held
- have any information we hold about your son or daughter transferred to a third party
- challenge decisions relating to your son or daughter made using automated decision making and profiling

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact:

For Derbyshire County Council:  
Information Governance Officer  
Children's Services Department, Derbyshire County Council  
Room 361  
County Hall  
Matlock  
Derbyshire  
DE4 3AG  
Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)  
Telephone: 01629 532011

For the Department for Education (DfE):

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>  
Telephone: 0370 000 2288

Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact: Mr Simon Beahan, Headteacher or Mrs Amy Rumney, School Business Officer on 01433630266.

If, however you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office\*

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number,

Fax: 01625 524 510, Website: <https://ico.org.uk/>

\* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.

## **Curbar Primary School Consent and Information Form**

I give my consent for my/my child's personal information\* to be used for the purpose described in the above Privacy Notice. Please note you have the right to withdraw this consent at any time and you can do this by contacting us at the school address at the top of this Privacy Notice.

Tick here to confirm consent:

Pupil Name.....

Signed: ..... Date: .....

PRINT NAME: .....

*\*Please note that as well as the above, we share (pupil's full name, date of birth, gender, UPN number, admission number, entitlement to free school meals, SEND status, SEND need, Looked After status, previous school, language, EAL [English as an Additional Language], religion, attendance and parent and emergency contact details including: names, addresses, email and telephone numbers) with Tracker +<sup>1</sup>, CPOMS<sup>2</sup> and Testbase Merit<sup>3</sup> to fulfil the schools legal and statutory duty in safeguarding your child and providing your child with an appropriate and full education.*

**The following permissions are for the school giving personal data to a third party. All of the named organisations below process and store the data online and are GDPR compliant.**

### **PERMISSION FOR USE OF TEACHER 2 PARENTS<sup>4</sup>**

I give permission for the school to text using 'Teachers 2 Parents' for the purpose of communication between school and home. I will provide a **maximum** of two contact names and mobile telephone numbers for this purpose.

Priority Contact name 1..... Mobile Number.....

Contact name 2..... Mobile Number.....

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

### **PERMISSION FOR USE OF PURPLE MASH<sup>5</sup>**

I give permission for the school to set up a Purple Mash account for my child for the purpose of online learning. The school provides Purple Mash with the pupil's full name and UPN (Unique Pupil Number) to set up the account. The child is provided with a secure username and password.

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

<sup>1</sup> Tracker + [www.ictdsg.com/](http://www.ictdsg.com/) Tracker+ is a pupil tracking software platform that allows us to manage and track pupil achievement.

<sup>2</sup> CPOMS [www.cpoms.co.uk/](http://www.cpoms.co.uk/) CPOMS is a secure online application for monitoring child protection, safeguarding and a range of pastoral, behavioural and welfare issues.

<sup>3</sup> Testbase Merit [www.testbase.co.uk/merit/](http://www.testbase.co.uk/merit/) An online performance monitoring tool.

<sup>4</sup> Teacher 2 Parents <https://eduspot.co.uk/> online text service use to send text messages between school and home.

<sup>5</sup> Purple Mash [www.purplemash.com](http://www.purplemash.com) Purple Mash is a creative educational website for children which the school subscribe to.

### **PERMISSION FOR USE OF NESSY<sup>6</sup>**

I give permission for the school to set up a Nessy account for my child to support reading, writing and spelling at school and at home. The school provides Nessy with the pupil's full name and date of birth to set up the account. The child is provided with a secure username and password. Please note that 'Nessy' is not used by all children. A member of staff would inform you if an account is set up.

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

### **PERMISSION FOR USE OF TT ROCK STARS<sup>7</sup>**

I give permission for the school to set up a TT Rock Stars account for my child to support with learning Times Tables in school and at home. The school provides TT Rock Stars with the pupil's full name, gender and year group to set up the account. The child is provided with a secure username and password.

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

### **PERMISSION FOR USE OF PARENT PAY<sup>8</sup>**

I give permission for the school to set up a ParentPay account for my child. The school provides ParentPay with pupil's full name, date of birth, gender, UPN number, admission number, entitlement to free school meals, SEND status, SEND need, Looked After status, previous school, language, EAL [English as an Additional Language], religion, attendance and parent and emergency contact details including: names, addresses, email and telephone numbers to set up the account. The parent user logs in and sets up the remainder of the account with payment details.

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

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<sup>6</sup> Nessy [www.nessy.com/uk/](http://www.nessy.com/uk/) Nessy is an online learning tool that offers that uses multisensory products aimed at making learning to read, write and spell fun.

<sup>7</sup> TT Rock Stars <https://trockstars.com/home> Times Tables Rock Stars is a carefully sequenced online programme of daily times tables practice.

<sup>8</sup> ParentPay [www.parentpay.com](http://www.parentpay.com) ParentPay is an online payment service for schools and families.

## Curbar Primary School Consent and Information Form – Continued

The following permissions are kept securely in school.

### **PERMISSION FOR LOCAL OUTINGS (close proximity to school):**

I give permission for my child to go out of school on educational visits in the local area with appropriate adult supervision. You will be notified with details of the visit by letter, email or text. (Risk Assessments in accordance with the school's Educational Visits Policy are carried out.)

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

### **PERMISSION FOR USE OF THE INTERNET IN SCHOOL**

I give permission for my child to use the internet in school when it is controlled carefully by teachers in school according to the age and experience of the pupils and the learning objectives being addressed. Pupils are actively supervised by an adult when using the internet and computers are located so that the screens can be seen at all times by all who pass by. (Please refer to the school's Online Safety policy for further information.)

Signed ..... Date.....

Print name..... Parent/Carer (please delete as appropriate)

### **PERMISSION TO SEND EMAILS VIA A SCHOOL DISTRIBUTION LIST**

Please provide up to a **maximum** of two email addresses so important information and communications can be sent from school to home via email. Your email addresses are not shared with any other parents or third parties.

Priority email address 1.....

and name of recipient.....

Email address 2.....

and name of recipient.....

**NOTIFICATION OF ANY ALLERGIES:**

My child has:

(Please delete as appropriate)

No known allergies/The following known allergies (please note any medication regularly given):

.....  
.....  
.....  
.....

**ASTHMA:**

My child does/does not have asthma (please delete as appropriate)

*If your child is diagnosed with asthma, an up-to-date and labelled inhaler must be kept in school at all times.  
The maintenance of this is the responsibility of the child's parent/carer.*

Signed.....

Date.....

Parent/Carer (please delete as appropriate)

**ANY OTHER MEDICAL CONDITIONS**

Please use the space below to inform the school of any other medical conditions or medications.

*It is the duty of the parent/carer to inform the school in writing to any changes to these permissions and information*

## **Curbar Primary School Photography and Video Consent Form**

This form explains the reasons why and how Curbar Primary School may use images and videos of your child. Please read the information thoroughly and indicate your agreement as appropriate.

### **Why do we need your consent?**

Curbar Primary School requests the consent of parents on an annual basis to use image and videos of their child for a variety of different purposes. Without consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions that you outline in this form.

### **Providing your consent**

The school will only publish images and videos of your child for the conditions that you provide consent for.

### **Refreshing your consent**

This form is valid for the remainder of the academic year 2017 – 18 and for the academic year 2018 – 19. It will then be updated on an annual basis for each child at the start of every school year. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent e.g. a new social media account will be used to share pupil images and videos
- Changes to pupil circumstances e.g. safeguarding requirements mean a pupil's image may not be used.
- Changes to parental consent e.g. amending the provisions for which consent has been provided.
- Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be provided to amend your consent and provide a signature.

### **Withdrawing your consent**

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to your withdrawal. If you would like to withdraw consent, you must submit your request in writing to the Headteacher. A new form will be provided to amend your consent and provide a signature.

Please read the following conditions thoroughly and provide your consent as appropriate by ticking the boxes next to each purpose.

## **Curbar Primary School Photography and Video Consent Form**

**Name of child:**.....

**Class:**.....

### **PERMISSION FOR PHOTOGRAPHS:**

I give consent for images and videos of my child to be published as below (please tick to provide consent)

- On school displays in the classrooms and corridors
- On the school website
- On social media – the school Twitter and Facebook accounts
- In the local press
- In school newsletters

Signed.....

Date.....

Print name.....Parent/Carer (please delete as appropriate)