



Parental Data Consent Form

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, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it is kept and what we do with it. We require you as a parent to acknowledge (by signing underneath) each section. By doing so, you are acknowledging that you are happy with the arrangements.

Please note: we will endeavour to inform you in a timely manner of any changes.

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?
Registration / Admissions data	Name D.O.B. Address Telephone Medical issues Parental details Emergency contacts' details	Legally required for admission to school Well-being of your child Communication	All staff (where necessary)	Initially completed on paper then entered onto school's Information Management System Paper version is kept in a locked cupboard in a secure room	Held on file throughout child's time at school Passed onto new school when moving Computer retains copy of records in 'Archive'

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

Signed : _____

Tests and Assessment Data					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
SAT's results	Foundation stage	Legally required to provide some data to the Department for Education	All staff (where necessary)	Data for the DfE is electronically held	Held on file throughout child's time at school
Internal assessments & tests	Key Stage 1			Teachers' own test results are held in their assessment files (paper)	Passed on to new school when moving
	Key Stage 2				
	Weekly assessments (Tests)	To identify strengths and weaknesses, so teaching can be made more personal			
	Phonics testing				Computer retains copy of records in 'Archive'

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

Signed : _____

CCTV					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Video recordings of school playground and entrances	All visitors to the school	Security of staff and pupils Reduce insurance claims and costs to the school	Headteacher Site manager Office staff Police (if necessary) CCTV company	The recordings are held electronically in the school, on the CCTV master system	Recordings are automatically deleted every 30 days

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

Signed : _____

Additional Statement : *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the school website, which will be updated regularly.*

Child's Name :

Date of Birth :

Name of Person Completing Form :

Relationship to Child :

Signed : _____ Date : _____