



GDPR

Information and Consent

Data Protection law in the UK changes in May 2018.

**Its now called the
General Data Protection Regulation
GDPR.**

The regulation is about protecting people in the modern information age.

It gives more control to individuals and more responsibilities to organisations which collect and hold your data.

GDPR effects everyone.

This booklet gives you information about how it effects you and your child and also asks for consent for a number of things.

Consent is no longer ongoing and we will be required to renew consent annually. In addition to this you can withdraw consent at anytime.

If you would like to discuss the content of this document feel free to come and see me.

Mrs Munns
School Business Manager



Your Child's Data...

As a school we require some essential data from you as parents. This data can be as simple and as routine as your address, a contact number or any medical conditions your child may have. Such information is not only legally required by the school, but also ensures that children and their families are well served by the school for routine matters.

In most cases, this data will be provided by you in written form but will then be processed and entered onto the schools information management system. (SIMS).

Be assured that our systems are:

- Password protected
- Restricted to those with a need to know
- Regularly back up externally
- Managed in accordance with the law and local guidance

However, as a school we handle and use a much wider variety of data which may include our CCTV recordings, test data, referrals to social care and much more.

Data Protection Officer...

We are required to appoint a Data Protection Officer (DPO) to monitor our policies and procedures in relation to data. Our DPO is Ms Auld.

If you have any concerns in the first instance speak with Mrs Munns, School Business Manager or the Data Protection Officer, Ms Auld.

Sharing your Data...

We will always endeavour to tell you what we are doing with your data. However, on occasion we may be required to pass on data to other people / agencies. The circumstances in which we would be likely to do so, would include:

- at the request of a court law
- Where we believe your child is at risk of harm
- We are legally required to do so
- At the request of the police

We will always TRY to notify you that we have passed on data to somebody else. However, it is likely that on occasion time-scales may limit our ability to do this.

The School Duties..

The school must operate within the law (GDPR). This means that the school must:

- Have a Data Protection Officer
- Have policies for the management of data
- Respond to complaints or requests within one calendar month
- Keep parents informed of what we do with any data
- Inform you of any breach in our data that affects you

The school will not usually charge for any requests by parents. However, it would consider making a charge when requests are considered to be unfounded or excessive.

Your Rights

It's important that you know your rights but remember some rights are overridden by the necessity of key school functions

Right to be informed

To know what, how, where, and for how long their child's and their data is used

Right of access

To be able to see and know what data is being held

Right to rectification

To fix any errors in the data held

Right to erasure

To choose to have the data erased

Right to restrict processing

To stop data being used for certain purposes

Right to data portability

To move a copy of the data elsewhere

Right to object

To complain about how your data is used

Rights related to automated decision making and profiling

My child's full name is :..... **Class**.....

	Yes/No
ICT & Internet	
I give my consent for the school to give my child access to the internet.	
I give my consent for the school to provide my child with a school email address through the secure London Grid for Learning System	
I give my consent for my child to have access to the schools ICT facilities and equipment	
I give consent for my child's computer files and internet sites visited to be checked.	
Photographs	
I give my consent and accept that the school may use photos and videos of my child to support learning activities.	
I give my consent for my child's photo be displayed on the school's website	
I give my consent for my child's photo be displayed on notice boards on the school's perimeter	
I give my consent for my child's photo be displayed on the school's app	

Date:..... **Name:** **Signature:**.....

My child's full name is :Class.....

	Yes/No
Health	
I give my consent for my child to have check ups and information shared with the NHS School Nursing team and Health Visitors.	
I give my consent for my child to have hearing checks with the NHS School Nursing team	
I give my consent for my child to have Vision checks with the NHS School Nursing team	
I give my consent for my child to have Weight checks with the NHS School Nursing team	
I give my consent for my child to have Dental checks with the NHS School Nursing team	
I give my consent for my child to have first aid administered	
I give my consent for a first aider to administer medication to my child if it has been prescribed and I have completed a permission form via the school office	
I give my consent in the event of the school not being able to contact any of the emergency numbers on my child's file, for them to be taken to hospital and receive appropriate medical treatment.	
I give my consent for my child to have sun block that I have provided.	
I give consent for my child's photo and medical conditions such as Allergy's and Asthma to be displayed in staff areas.	

Date: Name: Signature:

My child's full name is :..... **Class**.....

	Yes/No
Supporting your child's attendance and well being	
I understand my child's attendance will be shared with the Education Welfare Officer as part of the school's statutory responsibility	
I give my consent for the school to contact my family support worker if one is in place.	
Displays around the school	
I give my consent for my child's photo and name to be displayed	
Nursery and Reception	
I give my consent for my child to have a Tapestry account to support tracking their learning journey which I will provide an email address for.	
Consent for activities that are part of the Curriculum	
I give my consent for the school to share my child's name and date of birth with the Islington Library Service.	
I give my consent for the school to share my child's name and date of birth with Archway leisure centre to support my child's swimming.	
Communications	
I consent to receiving notifications via text and emails from the school	

Date:..... **Name:** **Signature:**.....

Annual Educational Visits and Enrichment

My child's full name is :..... **Class**.....

This consent form is a blanket consent form which covers the child for the whole school year.

This means we will notify you via text and the school website of trips for your information only and you do not need to give consent each time your child goes on an educational visit or represents the school at other events.

If you do not wish for your child to attend a particular trip we would ask you put the reason in writing and return this to the school office.

I am the parent/carer of the above child and I give my consent for the 2017/2018 school year for my child to attend all educational visits and enrichments that are off of the school premises.

I acknowledge that I will be informed of the visit date, time and location and amount to contribute via the school website, text and letters.

Signed:
Parent/Carer Name:
Date: