



## Holy Trinity 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, how long we keep it for and when we will delete / destroy it. This relates to any data we hold – whether on paper 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 / Pupil information	Name, D.O.B., Address, Telephone, Medical issues, Dietary patterns, Parental details, Photographs	Legally required to for admission to school  Well-being of your child  Communication  Eligibility of free school meals	All staff (where necessary)	Initially completed on paper then entered onto school's information management system  Paper version is filed away for future reference	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 ?
SATs 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 Key Stage 2			Teachers' own test results are held in their assessment records (paper & electronic)	Passed onto new school when moving
	Ongoing Weekly / Half-Termly / Termly Assessments (Tests)	To Identify Strengths and Weaknesses, So Teaching Can Be Made More Personal		Some of the ongoing assessments are stored on an external supplier who is currently 'depth of learning' but will be reviewed every 12 months.	Computer retains copy of records in 'archive'
	Ongoing Weekly Assessments (Tests)				
	Phonics Testing				Passed onto other agencies, e.g. DfE or specialist support as appropriate

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

Signed : \_\_\_\_\_

Behaviour, Health, Attendance and Safeguarding Data					
What?	Probable Content	Why?	Who?	Where?	When?
Behaviour records	Name D.O.B.	Well-being of your child	All staff (where necessary)	Teachers' own behaviour records are held in files (paper)	Held on file throughout child's time at school
Safeguarding records	Attendance records reasons for absence	Legally required to pass on information of any concerns		Some of the ongoing records are stored on an external supplier who is currently 'CPOMs' but will be reviewed every 12 months.	Passed onto new school when moving
First aid records	Details of any incidents / concerns				Passed onto other agencies as appropriate
Health records					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 : \_\_\_\_\_

Curriculum Enrichment					
What?	Probable Content	Why?	Who?	Where?	When?
Pupil log in details  Video clips  Photographs	Name D.O.B. Class	To enhance the curriculum	All staff (where necessary)	Teachers' ongoing records maybe stored in paper form or electronically.  Some of the ongoing records are stored on external websites but these will be reviewed every 12 months.	Held on file throughout child's time at school  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 : \_\_\_\_\_

School Safety & Security					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Video Recordings of School Playground and Entrances  Photographs and signing in information	All Visitors To the School	Security of Staff and Pupils  Reduce Insurance Claims and Costs to the School	Headteacher  Admin team  Site Manager	Recordings are held electronically in the school, on the CCTV master system  Some of the ongoing records are stored on an external supplier who is currently 'InVentry' but will be reviewed every 12 months.	CCTV recordings are automatically deleted every thirty days  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 : \_\_\_\_\_

**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 :** \_\_\_\_\_