



# **ARNOLD HILL ACADEMY**

## **Data Collection & Consent Forms**

July 2019

# STUDENT DATA COLLECTION

<b>Legal Forename</b> (as stated on birth certificate/deed poll)	<b>Legal Surname</b> (as stated on birth certificate/deed poll)	
<b>Preferred Forename</b>	<b>Preferred Surname</b>	
<b>Middle Name(s)</b>	<b>Date of Birth</b>	<b>M/F</b>
<b>Address</b>		
<b>Postcode</b>		
If this is a change of address within the last twelve months please tick the box <input type="checkbox"/>		

## PARENT DETAILS

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. For safeguarding please provide at least two contacts and place in the order that you wish for them to be contacted in an emergency.

Priority	Title	Name & Address	Telephone Number(s) (in order of preference)	Legal Parental Responsibility	Relationship to Student
1		Name:  Address:  Email Address	Home/Work/Mobile (please circle) Tel _____ Home/Work/Mobile (please circle) Tel _____ Home/Work/Mobile (please circle) Tel _____ _____ @ _____	YES/NO	
2		Name:  Address:  Email Address	Home/Work/Mobile (please circle) Tel _____ Home/Work/Mobile (please circle) Tel _____ Home/Work/Mobile (please circle) Tel _____ _____ @ _____	YES/NO	

Priority	Title	Name & Address	Telephone Number(s) (in order of preference)	Legal Parental Responsibility	Relationship to Student
3		Name:  Address:	Home/Work/Mobile (please circle) Tel _____ Home/Work/Mobile (please circle) Tel _____ Home/Work/Mobile (please circle) Tel _____	YES/NO	

**BROTHER(S) AND SISTER(S) IN THE ACADEMY**

Name _____	Tutor Group	Name _____	Tutor Group
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**SCHOOL MEALS – (tick main option only)**

Free School Meals	<input type="checkbox"/>	Paid School Meals	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>
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**MEDICAL**

Dietary Needs (including all types of allergies)

Doctor's Name & Address   Telephone Number	Medical Conditions
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**ETHNIC/CULTURAL**

Ethnicity	First Language
Home Language	Religion

**HOW YOUR CHILD NORMALLY TRAVELS TO SCHOOL? (tick one option only)**

Bicycle	<input type="checkbox"/>	Car/Van	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Car Share	<input type="checkbox"/>	Public Bus Service	<input type="checkbox"/>	Walk	<input type="checkbox"/>
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Does your child have a parent serving full-time in HM Forces   
 Has your child ever been in the care of the Local Authority

**DATA PROTECTION ACT 1998 AND GENERAL DATA PROTECTION REGULATION:** The Academy is registered under the data protection laws for holding personal data. The Academy has a duty to protect this information and to keep it up to date. The Academy is required to share some of the data with the Local Authority, The Department for Education and other professional services. Full details on why we collect information and who we may share it with can be found in our Privacy Notice which can be found on the Arnold Hill Academy website.

## **PARENT VIEW**

At Arnold Hill Academy we offer you the chance to access information electronically about your child through our Parent View System. By using this system you will be able to access information about your child's attendance, assessments, achievements and timetable.

You will only be able to access data about your child and it is important that you keep your login and passwords secure.

Instructions on how to use and access Parent View are available to view on the Academy's website [www.arnoldhillacademy.co.uk](http://www.arnoldhillacademy.co.uk)

## **BIOMETRICS DATA**

At Arnold Hill Academy we use a biometric recognition system for school meals, the benefits for pupils include:

- Entitlement to free school meals is anonymous
- Pupils do not have to remember to bring dinner money or carry cash around the Academy

The system uses an image of the fingerprint to create a mathematical algorithm and then disregards the fingerprint, only the numbers remain and these cannot be converted back into fingerprint images. Biometric information is stored securely by the Academy in compliance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR), and cannot be used by any other source for the purpose of identification. The Academy will not share this information with anyone else, and will not unlawfully disclose it to any other person.

Please note that when your child leaves the Academy, or if for some reason they cease to use the biometric system, their data will be permanently deleted.

### **Current Legislation – The Protection of Freedoms Act 2012**

This legislation requires the Academy to:

- Inform parents about the use of the biometric systems in the Academy and explain what applications use biometrics
- Receive written permission from one parent if the Academy is to continue processing biometrics for their child (children under 18 who do not have permission will not be allowed to use the biometric system at the Academy)
- Allow children to choose an alternative way of being identified if they wish

We need written permission from a parent in order for pupils to use this system and you can opt out at any time by writing to the Academy.

If you require any further information regarding the biometric system, or how we use and maintain this information, then please visit the Academy's website [www.arnoldhillacademy.co.uk](http://www.arnoldhillacademy.co.uk)

## CONSENT FORM – PUPIL PERSONAL DATA

### PUPILS AGED 12 AND UNDER

During your child's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been drafted in relation to the use of this information and is available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables below. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables then this will not affect your child's place at Arnold Hill Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

#### **Photographs and Videos**

Some of the information in the tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- Withholding information that might allow identification of your child without explicit consent for this
- Upholding the standards set out in The Spencer Academies Trust Use of Digital Images policy

Please note that The Spencer Academies Trust and Arnold Hill Academy may provide photographs and videos to the media, or Arnold Hill Academy may be visited by the media who will take videos and photographs. When images have been submitted to or taken by the media the Trust and school maintain no control over such images.

#### **Celebrating Your Child's Achievements and Reporting on Events**

Both as a Multi-Academy Trust and at Academy level, we are proud of the achievements of all our pupils. We want to be able to celebrate these achievements both within the Trust and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports

In order to celebrate my child's achievements, I am happy for the Trust and school to use:		
	Yes	No
1. Photographs of my child		
2. Videos of my child		
The following information may be used with the above:		
3. Name		
4. Class		
5. Year Group		
I am happy for the following information to be used <b>but only without</b> photographs or videos of my child:		
6. Name		
7. Class		
8. Year Group		
I am happy for the information selected above to be used:		
9. On internal screens which may also be viewed by visitors to the Academy site and on internal notice boards		
10. As part of Trust and Academy websites		
11. On Trust and Academy social media sites		
12. In local news media – newspapers, websites and television		
13. In national news media – newspapers, websites and television		

### Promoting the Trust and Academy

We want to be able to promote the Trust and Academy to attract new pupils, and to show the quality of our educational delivery. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This may include prospectuses and other Trust and Academy documentation; on social media and where appropriate, may include taking part in local and national media opportunities.

I am happy for the information selected below to be used for the purpose of promoting the Trust and Arnold Hill Academy		
	Yes	No
14. Photographs of my child		
15. Videos of my child		
The following information may be used with the above:		
16. Name		
17. Class		
18. Year Group		
I am happy for the following information to be used <b>but only without</b> photographs or videos of my child:		
19. Name		
20. Class		
21. Year Group		
I am happy for the information selected above to be used:		
22. On the Trust and Arnold Hill Academy websites		
23. In the Trust and Arnold Hill Academy prospectus		
24. For the other purposes supporting the work of the Trust or Academy		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to us care of: **Lisa Roberts, Systems Manager**

This consent will otherwise continue until your child leaves Arnold Hill Academy or your child reaches the age of 12 years old at which point the Trust will seek consent directly from your child in relation to the above matters.

**PARENT VIEW** I have read and understood the information on page 4 and request access to Parent View.

**BIOMETRICS DATA** I have read and understood the information on page 4. I give consent to Biometric information of my child being taken and used by the Academy for use of an automated recognition system for school meals. I understand that I can withdraw my consent at any time in writing to our Systems Manager, Lisa Roberts.

**IMAGE CONSENT** I have read and understood the information on pages 5-7 and completed where appropriate

Student's Name	
Parent/Carer's Name	
Parent/Carer's Signature	
Date	

Please return to the School Office at Arnold Hill Academy  
Or email [schooloffice@arnoldhillacademy.co.uk](mailto:schooloffice@arnoldhillacademy.co.uk)