



Smithdon Data Collection

Please complete **all** fields in the following documents and return to the Data Office
ASAP

The information you have given on this form will be held by the school and Norfolk County Council Children's Services. It will be shared with other departments within Norfolk County Council in order to provide and plan services. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies. It will be forwarded to your child's new school if and when he/she changes school. It will also be used for statutory returns and for research purposes. For more information on how Norfolk County Council will use your personal information, please see the Privacy Policy for Children and Young People on their website.

For further information on how West Norfolk Academies Trust handle your personal information, please see our Privacy Notice, which is provided with this form and also available on the Trust website or on request from dpo@westnorfolkacademiestrust.co.uk.

All information given will be held in the strictest confidence under the Data Protection Act 2018, as amended or replaced from time to time.

Pupil Information	Legal Surname	Legal Forename	Middle Name		Form Group
	Preferred Surname	Preferred Forename	Gender	Date of Birth	Home Phone No.
Home Address					
Sibling Surname		Sibling Forename	Gender	Date of Birth	Form Group

PLEASE NOTE: That we need a **FORENAME** or initial to create a Parent app account.

Contact 1	Name/Relationship	Contact Address	Home Phone No.	Mobile No.	Work No.
	Email Address:				
	Do you have legal responsibility for this pupil?	YES	NO	Are you serving in the Armed Forces?	YES NO
Contact 2	Name/Relationship	Contact Address	Home Phone No.	Mobile No.	Work No.
	Email Address:				
	Do you have legal responsibility for this pupil?	YES	NO	Are you serving in the Armed Forces?	YES NO

Additional Contact	Relationship to pupil	Home Phone No.	Mobile No.	Work No.

Medical Practice	Medical Conditions

Ethnicity	First Language	Home Language	Travel Arrangements (car/bus/walk etc). ONE ENTRY ONLY

I note the statement on the front cover and believe the information provided in this form to be correct as of this date. I will inform the school of any changes that may occur whilst my child attends the school.

Signature:	Parent/Guardian	Date:

Religion*	Is this student Adopted?*	Is this student a Young Carer?*
	Please circle YES NO	Please circle YES NO

The fields above marked with an * are optional and collected for school use to support multi-cultural activities and student services. Please sign below to indicate that you consent to West Norfolk Academy Trust using this information. Providing this information is entirely voluntary and you may withdraw your consent at any time by contacting dpo@westnorfolkacademiestrust.co.uk.

Signature:	Parent/Guardian	Date:

CASHLESS CATERING/PRINTING/LIBRARY

Live Register System

Dear Parent/Guardian

We are writing to inform you of the Live Register system that is used at Smithdon High School.

The Live Register system incorporates the Cashless Catering and Library Biometric system with our Konica Minolta printing system. Students use the biometric facility when purchasing from the school canteen or borrowing a school library book. This system is also used when students want to print out their work using their thumbprint with our Konica printers.

We have chosen the Live Register system which uses the latest biometric technology to scan the student's finger. This generates a unique number which is used to identify your child and allows them to use all three systems. The fingerprint image is not stored and can only be used by these systems.

In accordance with the Protection of Freedoms Act 2012, Smithdon High School requires parental consent to use your child's fingerprint as part of the biometric recognition system, we therefore ask you to complete the slip below and hand it in during your one to one meeting with staff or return the slip to Smithdon High School **ASAP**. This will allow us time to set up your son or daughter with a Biometric account. This information will be processed in compliance with the Data Protection Act 2018 at all times.

This consent will continue until the child either leaves the school or stops using the system. Once your child stops using the system, their biometric information will be securely deleted by the school. Parents have the right to withdraw their consent at any time by following the procedure outlined below.

Pupils who wish to opt out of the fingerprint system will be issued with a unique pin number which can be used at the printers, canteen tills and the Library.

I give consent that my child can be registered into the Biometric system using Biometric technology. This includes using the cashless catering, library and printer facilities.

(Tick appropriate box)

☐ Yes ☐ No

I would like the maximum daily spend limit to be £.....

If your child is entitled to a free school meal, please enter FSM. However, if you require an additional amount to the £2.20 allowance please enter FSM + (the amount).

Signed:

Name of Parent/Guardian:.....

Date:

FOOD ALLERGY

Dear Parent/Carer

I am writing to inform you that your child, as part of Design Technology lessons at Smithdon High School, will be undertaking practical food lessons. During such lessons we will be preparing and cooking a variety of dishes. Please note that currently Food Technology is a compulsory subject for all students in KS3 (years 7, 8 and 9).

We do, except under exceptional circumstances, expect you to provide the ingredients to make these dishes, as and when necessary.

Pupils will also have the opportunity to participate in taste testing as part of some lessons. Of course, this taste testing is optional and down to pupils' preference.

In order to ensure the health and welfare of all pupils, we need to know if your child has an allergy to any food, or if they are not allowed to eat any particular foods. If these change over their time at Smithdon, please ensure you contact the school immediately to notify us of any changes.

Best wishes

Miss H Tooze
Head of Department

My child has an intolerance to/is allergic to the following ingredients:

My child cannot eat the following foods due to our religion/cultural belief:

Signed:

Name of Parent/Guardian:.....

Date:

PHOTOGRAPH/VIDEO USE

Photo and Media permission terms of use.

You may withdraw your consent for us to process your child's image at any time. It is your responsibility to let us know if you want to change or withdraw your consent at any time.

- Photography or filming will only take place with permission of the headteacher or senior school staff and always under appropriate supervision.
- If additional details of a pupil are required to accompany an article or feature (such as for awards or prize ceremonies), permission will be sought prior to publication.
- Images of pupil's will be carefully selected and not used out of context.
- Historic photographs may remain on our school website and social media feeds.
- Home addresses or personal contact details of pupils will never be provided under any circumstances in any publications.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may use group or class photographs or footage with very general labels, such as "a Drama lesson or a math's session"
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Parents / Carers consent will be recorded on the school's Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for.

There will be times when it is appropriate to take photographs/videos of our pupils for display boards, school website, social media, and promotional material. Occasionally our school may be visited by the media who may take photographs or video footage. In accordance with our obligations under the Data Protection Act 2018, we will prevent your child's image being used in this way unless you provide your consent below. All images of your child captured for these uses will be under our Photo and Media permission terms of use attached to this form and available via dpo@westnorfolkacademiestrust.co.uk
I give my consent for the school to use my child's image or work for the following purposes:

(Tick appropriate boxes)

Display Boards within the School	<input type="checkbox"/> Yes	<input type="checkbox"/> No
School Social Media (Facebook, Twitter etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
School Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Promotional Material used by the Trust (Banners, Posters, Flyers etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Media Appearances (newspapers, TV, websites)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
School photographs taken by an external provider	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To be made available for purchase directly from the third party photograph provider.		

Signed:

Name of Parent/Guardian:.....

Date:

COMPUTER SYSTEM

G Suite additional services parent or guardian consent

To parents and guardians,

At West Norfolk Academies Trust (WNAT), we use G Suite for Education as our hosted solution. G Suite for Education offers two categories of Google services:

1. **Core Service**
2. **Additional Services**

G Suite **Core Services** (like Gmail, Calendar, and Classroom) are the heart of Google's educational offering to schools. **Additional Services** (like YouTube, Maps, and Blogger) are designed for consumer users and can optionally be used with G Suite for Education accounts if allowed for educational purposes by a school's domain administrator.

Our ICT administrators determine which Google services their users can access, and are required to obtain consent for the use of the **Additional Services** as follows:

You Tube, Google Maps, Google Earth, Google photos, Google Forms, Google Groups, Google News, Google Sketch up.

To learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety.

I give permission for my child to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

(Tick appropriate boxes)

Use of the Internet

☐ Yes

☐ No

Gmail for Education Email System

☐ Yes

☐ No

Please sign below to indicate that you consent to West Norfolk Academy Trust using the personal information provided above. Consent is entirely optional and can be withdrawn at any time via Parent app or contacting DPO@westnorfolkacademiestrust.co.uk

Signed:

Name of Parent/Guardian:.....

Date:



Parent app

The Parent app enables you to access achievement, progress, attendance and assessment information. You can also update personal information about your child using the data collection link. As a school this will enable us to improve how we engage with you and to assist you in supporting your child's progress.

Registering for the Parent app

If you are not registered/have not received an email for the Parent app please complete this form and return it to school.

Install the app

From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**. From a PC or Windows phone, click the login button opposite.

Expression of interest for Smithdon SIMS Parent app

Please note that this service is only available to parents or those with parental responsibility and that evidence may be requested. For more information on how to apply for parental responsibility go to: <https://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility>.

In order for electronic invitations to be issued please provide the following information.

Parent/Carer 1 –	Parent/Carer 2 –
Name:	Name:
Email address:	Email address:
Signature	Signature

The information you have given on this form will be held by the school and Capita SIMS. For more information on how Capita will use your personal data please see their Privacy Notice (www.capita-sims.co.uk/privacy-notice) For further information on how West Norfolk Academies Trust handle your personal information, please see our Privacy Notice at www.westnorfolkacademiestrust.co.uk.

All information given will be held in the strictest confidence under the applicable data protection and privacy laws including the Data Protection Act 2018, as amended or replaced from time to time.



West Norfolk Academies Trust

PRIVACY NOTICE

This privacy notice describes what information we collect about you direct or via third parties, how we use it, and the rights you have in relation to that collection and usage.

When we use the term “**Personal Information**” in this Privacy Notice we refer to data collected or held by West Norfolk Academies Trust, that identifies and relates to you as an individual.

WHO WE ARE:

West Norfolk Academies Trust is a small locally based charity working with Primary and Secondary schools in the West Norfolk Area. If any of our schools hold Personal Information on your behalf, we will be the Data Controller and this Privacy Notice applies to you.

WEST NORFOLK ACADEMIES TRUST is a private limited company by guarantee incorporated and registered in England and Wales with the company number 07546118 whose registered office is Queensway, Gaywood, King's Lynn, Norfolk, England, PE30 4AW (“**WNAT**”)

For the purposes of the General Data Protection Regulations, The Data Protection Act 2018 and any other applicable data protection and privacy laws and regulations (“**Data Protection Legislation**”), WNAT will be the ‘data controller’ for all Personal Information we determine the means and purpose of processing and has registered with the Information Commissioners Office under registration number ZA292978

WHEN WE COLLECT DATA:

- When you or your child attends one of our open days or enquires about joining a WNAT school;
- When you or your child becomes a pupil or registers to become a future pupil at WNAT;
- If your school joins our academies TRUST;
- When you use our website; or
- When you contact our enquiries service.

DATA WE MAY COLLECT:

- Your name and contact details (including home/postal address, email and phone number);
- Educational background information (achievements, records, behaviour and attendance);
- Medical information (if relevant to provision of your education);
- Information required under the school census (such as name, gender, language, etc);
- Information relating to your ethnic or cultural background (when this is not under a legal requirement, we will notify you that providing this information is optional and with your consent);
- Biometric information; and
- Information regarding your visit to our website (IP address, URL clickstream, page interactions, browser type and operating system).

HOW WE USE YOUR DATA:

We only ever collect and use the information that we need to provide you with our educational services such as learning support, providing appropriate pastoral care, monitoring your progress, providing reports regarding your development and assessing the quality of our educational services. We are also obliged by law to collect and share certain Personal Information as part of our legal obligations to provide Census information and fulfil our duties to promote safeguarding and wellbeing of our pupils.

We will inform you if the information we collect is mandatory or voluntary and we will always ensure that a lawful basis exists for processing the Personal Information we hold on your behalf. If we require your consent to process your Personal Information, we will always notify you of your rights and exactly what you are consenting to. If you are volunteering any sensitive Personal Information to WNAT under consent, we will ensure that your consent is given explicitly and all consents you provide will be recorded. Any consent for processing you provide to WNAT can be withdrawn at any time by contacting the dpo@westnorfolkacademiestrust.co.uk



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TRANSFER OF DATA OUTSIDE OF THE EU

We shall not transfer any personal data to any country outside of the European Economic Area unless we ensure that such personal data is subject to an adequate level of protection and appropriate legal safeguards in accordance with Data Protection Legislation.

DATA RETENTION: HOW LONG WE KEEP YOUR PERSONAL DATA.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

DATA PROTECTION OFFICER

WNAT appoints a Data Protection Officer to oversee Data Protection across the whole Trust. The Data Protection Officer can be contacted by writing to DPO, West Norfolk Academies Trust, Queensway, Gaywood, King's Lynn, PE30 4AW or emailing the dpo@westnorfolkacademiestrust.co.uk

SHARING PERSONAL INFORMATION OUTSIDE OF WNAT

We may use carefully selected sub-processors to help us collect, store or manage your information. This will always be managed under the terms of a written data processing agreement.

We may routinely share pupil information with a new school when pupils move schools. We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections such as the school census and early years' census. This information may be made available for use by the Local Authority. We may also pass pupil information to support services such as Special Educational Needs, Counselling, Child Protection Services or Statutory Authorities where under a legal obligation.

ACCESS TO YOUR PERSONAL DATA

You have rights in relation to any Personal Data that we hold about you. If you wish to access your Personal Data you may make a formal subject access request by contacting WNAT.

The information you request must relate to you or a pupil that you have authority to act on their behalf. WNAT will require a confirmation of your ID prior to providing any information about the data we hold. If you are unable to provide sufficient information to prove your ID, WNAT reserves the right to refuse your request for access to Personal Data. The rights you have in relation to the Personal Data we hold regarding you are:

- the right to rectify any inaccuracies in the information we hold;
- the right to erasure of information in specific circumstances;
- the right to request transfer of your information to another controller; and
- the right to object to processing in certain circumstances.

If you have provided us with consent to process your information, you always reserve the right to withdraw this consent via the method detailed in the paragraph below. We are committed to ensuring that your wishes are respected and upon notification that you wish to withdraw your consent, WNAT will immediately cease processing the information in question.

Please send your request to WNAT by emailing dpo@westnorfolkacademiestrust.co.uk. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

COMPLAINTS PROCEDURE

Please note that if you are not satisfied with the processing of your personal data as set out in this Privacy Notice, please contact the DPO at dpo@westnorfolkacademiestrust.co.uk.

You have the right to issue a complaint directly with the Information Commissioners Office, the data protection supervisory authority for England and Wales (<https://ico.org.uk/concerns/>).

More detailed information regarding our data handling practices and policies is available on our website www.westnorfolkacademiestrust.co.uk

Last Updated August 2018