

How We Use & Share Information on Pupils

We, **Beckfoot Priestthorpe Primary School**, are a Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from their previous school and the Learning Records Service and use it to:

- support your child's teaching and learning
- monitor and report on your child's progress
- provide appropriate pastoral care, and assess how well your child's school is doing

This information includes contact details, identity details, such as date of birth, national curriculum assessment results, attendance information, information on where they go after they leave us, and personal characteristics such as ethnic group, any special educational needs, and relevant medical information.

The information we hold about your child will be shared within Bradford Metropolitan District Council and its contractors in order to provide and plan services e.g. school meals. It will be used to help administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies. Information will also be shared with the school nursing team, for example for the purposes of the National Child Measurement Programme. 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 research purposes. Anyone we share data with is a Data Processor for the purposes of the Data Protection Act.

Schools may receive requests from police for information about a pupil at the school. Priestthorpe Primary School will share the following at the request of the police;

- the pupil's registration at the school
- the pupil's full name and/or date of birth
- the pupil's address and/or telephone number
- the pupil's next of kin as informed at the school
- the student's attendance at the school on identified dates

All other police requests will be dealt with as set out in our Data Protection Policy, and based on guidance from the Local Authority (LA).

We will not give information about your child to anyone outside the school without your consent unless the law and our policies allow us to.

We are required by law to pass on some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority (LA).

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the

data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

If you require more information about how the LA and/or DfE store and use information, then please contact the LA or DfE or visit the websites as follows:

City of Bradford MDC	Department for Education
Information Management Team	Public Communications Unit
Margaret McMillan Tower	Department for Education
Princes Way	Sanctuary Buildings
Bradford	Great Smith Street
BD1 1NN	London SW1P 3BT
Web: https://bso.bradford.gov.uk/School/Home.aspx	Web: www.education.gov.uk
Email: tom.beaumont@bradford.gov.uk	Email: www.education.gov.uk/help/contactus
Telephone: 07582 109278	Telephone: 0370 0002288

Consent for Photographs and Filming

We may take photographs of children at our school for use as part of our school displays, publications, such as the school prospectus and newsletter, and on the school website and school Twitter feed. (Please note that websites can be viewed throughout the world and not just in the UK where UK Law applies.)

During the course of the school year there may also be opportunities to publicise some of the activities that your child is involved with, which may involve filming or photographing children for use in local and social media. As a school we welcome these opportunities and hope that, as parents, you do too.

Photography and filming will only occur with the permission of the Head teacher and under the strict supervision of a teacher.

As a school we follow the DfE guidance that if the pupil is named in a publication, we will not use the photograph, and if the photograph is used, we will not name the pupil. We also only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make a recording of your child. Please complete the consent form below, ticking the appropriate yes or no column for each line.

Please note that this form is valid for 5 years from the date you sign it. The consent will automatically expire a year after your child has left the school. If a parent wishes to change their level of consent, they should complete a new form, and return it to the school office to inform the school of the change.

I give my consent for photographs or film of my child to be used:		YES	NO
• On school displays.			
• On the school newsletter and school website.			
• In publicity material for the school e.g. in the school prospectus.			
• On the school Twitter feed and Class Dojo			
• By organisations, such as approved external photographers e.g school photographer.			
• For educational and fundraising purposes.			
• As the child's parent/guardian, I agree that if I, or another member of the family, take photographs or video recordings of my child/ren, which include other pupils, we will use these for personal and family use only. I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.			
I confirm I have read and understood the Notice 'How We Use and Share Information on Pupils'.			
Signed parent/carer		Date:	
Print name of parent/carer			
Child's name		Year	
PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE. THANK YOU			

Please note: there may be other circumstances, falling outside the normal day-to-day activities in school, in which pictures of children are requested. The school recognises that in such circumstances specific consent from parent/guardian will be required before the school can permit filming or photography of children.