



Completing your Registration Form – Privacy notice, Policies and other Guidance

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1 **PRIVACY NOTICES: PRIVACY NOTICE FOR PARENTS/CARERS**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**.

We, The Alliance Multi-Academy Trust (TAMAT), are the 'data controller' for the purposes of data protection law. The Data Protection Officer for the Trust is Mrs Gina Buxton.

1.1 THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

1.2 WHY WE USE THIS DATA

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services

- Administer admissions waiting lists
- Comply with the law regarding data sharing

1.3 OUR LEGAL BASIS FOR USING THIS DATA

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn by writing to the Data Protection Lead in each school.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

1.4 COLLECTING THIS INFORMATION

While most of the information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

1.5 HOW WE STORE THIS DATA

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention schedule sets out how long we keep information about pupils and is set against the Information and Records Management Society's toolkit for schools

1.6 DATA SHARING

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education – to meet our statutory obligations as state funded schools*
- *The pupil’s family and representatives – to enable us to make usual or emergency contact*
- *Educators and examining bodies – to meet our statutory obligations as state funded schools*
- *Our regulator (Ofsted) – to meet our statutory obligations as state funded schools*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for such as catering*
- *Health and social welfare organisations – to meet our statutory obligations as state funded schools*
- *Professional advisers and consultant – to enable us to quality assure the effectiveness of education provided for our pupils*
- *Police forces, courts, tribunals – under legal obligations*

1.7 NATIONAL PUPIL DATABASE

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and end of key stage assessment reporting. Some of this information is then stored in the National Pupil Database, which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on how it collects and shares data. You can also contact the Department for Education with any further questions about the NPD.

1.8 TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

1.9 PARENTS AND PUPILS’ RIGHTS REGARDING PERSONAL DATA

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer on info@tamat.org.uk

1.10 OTHER RIGHTS

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection Regulations

To exercise any of these rights, please contact our Data Protection Officer on info@tamat.org.uk

1.11 COMPLAINTS

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113

- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

1.12 CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Mrs Gina Buxton on info@tamam.org.uk

This notice is based on the Department for Education’s model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

1.13 DATA PROTECTION POLICY

<https://www.tamam.org.uk/attachments/download.asp?file=123&type=pdf>

2 COLLECTION AND RECORDING OF PUPILS’ ETHNICITY, FIRST LANGUAGE AND MEMBERSHIP OF HM FORCES

Information on pupils’ ethnicity, first language and whether a parent is a member of HM Forces will improve our knowledge of our pupils and of our school community and help us to ensure that all our pupils have the opportunity to fulfil their potential. Please contact the school office if you require assistance or wish to discuss your response to any questions posed. You can opt NOT to provide this information, ask to check the information you have provided at any time and, if you wish to, have the information changed or removed at a future date.

The information you provide will be held confidentially at all times. Information about your child’s First Language will be passed on to any other school to which your child transfers to save you having to be asked for it again. The information will also be passed to the Local Authority and the DfE to contribute to local and national statistics. However, it will not be published in a way that allows individual children to be identified. (See ‘Privacy Notices’, note 1.)

Definition of **First Language**: any language that a child was exposed to during early development and continues to be exposed to in the home or community. If a child was exposed to a language other than English or to more than one language (which may include English) during early development, that language should be recorded, irrespective of the child’s proficiency in English.

3 PERMISSIONS

3.1 PHOTOGRAPHIC IMAGES

This information explains why we need to ask for your consent to any photographs that may be taken of your child while he or she is a pupil at this school.

Generally, photographs of children for school and family use, and occasionally for publication in the local Press, are a source of pleasure and pride and so are to be welcomed. However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs. In the recent past there has been concern about the possibility of a child being identified by a photograph in the Press, or in the filming of a school event, in case they are put at risk of being targeted for abuse.

Having taken advice from Surrey Police, Surrey County Council (the Local Authority) and other organisations, we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at the school should continue, in line with the policy set out below.

Our policy is to broadly follow the Department of Education (DfE) advice: 'If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil.' So, we will **not** use children's full names alongside their photographs in the school's own printed publications, in video films or on our website. However, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

With regard to the Press, the school **will** allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's forenames must be published with their photographs. If not, they may decline to cover school events. That is why it is important for you to tell us whether you have any objection. If you do object, the school will not allow your child to be photographed by the Press. Newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website.

Although it is fairly rare for television companies to visit the school, your consent for newspaper photographs would also apply to television images. However, children's names are normally not given on television and we would seek specific permission from you if your child's name were to be used.

If you would like to discuss these matters in more detail, please contact the school office. If in the future you should wish to change your decision on whether to give consent, you can do so at any time.

3.2 CAMERA AND VIDEO COURTESY CODE – GUIDE FOR PARENTS WHO WISH TO PHOTOGRAPH AND/OR VIDEO A SCHOOL EVENT WHEN PERMISSION IS GRANTED BY THE SCHOOL

Generally, photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and their families. By following some simple guidelines, we can proceed safely and with regard to the law.

- Remember that parents and carers attend school events at the invitation of the Headteacher and Governors.
- The Headteacher and Governors have the responsibility to decide if photography and video recording of school performances are permitted.
- The Headteacher and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff are not distracted.
- Parents and carers can use photographs and videos which include other children taken at a school event for their own personal use only. Such photos and videos cannot be sold and **must not** be put on the web/internet, eg, Facebook, due to Data Protection legislation, which in such circumstances is likely to be contravened.
- Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and video recording is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.

If you are accompanied or represented by people whom school staff do not recognise, they may need to establish their identity if they are using a camera or video recorder.

3.3 POBBLE

All Surrey schools have been provided with a Local Authority funded Pobble moderation tool. This is a subscription to support with writing training and moderation activities. Pobble is part-funded by the UK Department for Education's EdTech Innovation Fund. Before this tool was available schools would moderate in person and show your children's work directly from their books. As we move into a virtual world, Pobble will allow for this moderation to take place with other schools, but we need to have your permission to allow us to do so. We are excited to be using Pobble in our school as part of our already robust moderation process.

We will be using Pobble to moderate children's work internally and with other TAMAT schools, as well as other schools across Surrey. This will involve the school sharing your child's information such as their name, school, and their year group with Pobble and uploading PDFs or photographs of samples of your child's written work to the platform.

By giving your consent, you will be giving us permission to share your child's information with Pobble as well as granting Pobble the right to hold personal data about your child, which is defined specifically in the Pobble Terms of Use (<https://www.pobble.com/terms-of-service>).

As your child's work may be viewed by registered Pobble users outside our school community, we would also like to ask your permission for us to include your child in external moderation. Please note, all work used for external moderation will be published anonymously, so pupils' names are anonymised on moderation assessment files shared with teachers from other schools. More information about anonymity can be found here: <https://help.pobble.com/knowledge/a-childs-work-is-anonymous-if-you-share-the-file-with-a-teacher-from-outside-of-your-school>

Please read Pobble's terms and conditions (<https://my.pobble.com/legalintroduction>) for more information.

3.4 ACCESS TO THE INTERNET

All pupils use computer facilities, including internet access, as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign agreements to show that the Online Safety Rules have been understood and agreed.

Our Online Safety Policy can be found on our website (Key Information>School Policies) at: <https://www.crawleyridge.net/attachments/download.asp?file=224&type=pdf>

As part of the school's IT programme, we offer pupils supervised access to the internet. Before being allowed to use the internet, all pupils must have parental permission to do so.

Access to the internet offers a rich environment for both pupils and staff. Online resources enable our pupils to search for and explore information and engage with a range of exciting resources only available through the internet. At Crawley Ridge Infants we believe that the potential benefits to pupils from access to information resources far exceed the disadvantages.

As a staff, we use electronic information as appropriate for the age of the children. We provide careful guidance and instruction to pupils in the appropriate use of such resources. Only suitable and thoroughly researched electronic resources are used in our school. We recognise that undesirable aspects of the internet do exist and are aware of the potential need for filters, which we have in place, and which allow us to shield our pupils from these aspects.

Online use in school will be closely supervised by staff. Pupils will be taught to use the internet responsibly. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television. Access is a privilege, not a right, and access requires responsibility. But, ultimately parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school supports and respects each family's rights to decide whether or not their children should have access to the internet.

4 MEDICAL HISTORY/SPECIAL NEEDS

Settings cannot plan effective support arrangements unless parents provide sufficient information about their child's medical condition and any treatment or special care needed at the setting, at the admission stage, and keep the setting informed of any new or changing needs. If there are any special religious and/or cultural beliefs, which may affect any medical care that the child / young person needs, particularly in the event of an emergency, it is the responsibility of the parent to inform the setting and confirm this in writing.

We are committed to making sure that school is a happy and successful experience for all of our children and young people. Where a child has a particular difficulty or need, we will do our best to put measures in place to overcome this. We will treat what you have told us here sensitively. None of the

information will be shared with other parents or pupils. It will only be shared with those staff in the school who support your child.

5 SCHOOL COMMUNICATIONS

5.1 SCHOOL WEBSITE

The school website www.crawleyridge.net is updated regularly with news and events and, together with Arbor (see below), is our main means of communicating with parents.

Website Information includes:

- **ABOUT US** – Ofsted, Ethos and Values, Our staff and governors, PTA, School Results
- **KEY INFORMATION** – Admissions, Attendance, Wraparound care, News and Events, Parent Information (eg. Absence reporting, school day timings, administering medicines, etc), Pupil Premium, Safeguarding, School Dinners, School Policies, School Uniform, SEN, Term Dates
- **CURRICULUM** – Year group Blogs, CRJS Curriculum, Clubs, ELSA, Forest School, Opal, Pupil Parliament

Any urgent communications (such as a school closure on a 'snow day') will be displayed on the top bar of the 'Home' page.

5.2 ARBOR PARENT PORTAL

Using the contact data provided by you we also use emails and forms to share and collect information, obtain parental permission for activities and to organise educational visits and parent teacher interviews. This communication method helps to reduce our carbon footprint and costs. Please be aware that Arbor is an automated system and does not accept replies.

We encourage **ALL** parents/carers of children at the school to register with the Arbor Parent Portal to ensure everyone with parental responsibility receives the important information communicated by the school this way. You are able to unsubscribe at any time should the need arise.

The Arbor App is the easiest way to pick up school messages on the go. Download the free App from **Google Play** or the **App Store**.

5.3 SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS...

Once your child starts school, we would encourage you to share any concerns that may arise with your child's teacher in the first instance. Drop-off and collection times can be busy and you may not have an opportunity to speak with your child's teacher at the school door, in which case, please drop into the

school office or contact the school by email or telephone and we will make sure that you receive a call back or an appointment with your child's teacher.

For any queries regarding school procedures or admin, please email or call the Admin Team in the School Office on 01276 61144.