



Ashbourne Primary School Privacy Statement

We, Ashbourne Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and outside agencies. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care, and
- Assess how well the school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. All personal data once collated is updated on the relevant systems and then stored securely in locked pupil files. The data forms are retained as per DCC retention policy and then destroyed using our nominated confidential waste shredding service.

Personal data may be shared with the following software programmes for the purpose of pupil management, pupil attainment and progress management, communication management (texting, email, written and telephone), financial management (trip, dinner money) and SEN support.

Arbor Education:	Pupil data management
Parent Pay:	Online payment system
Parent Mail:	Communication with Parents
My Concerns:	Safeguarding software
Accelerated Reader:	Reading assessment
TT Rockstars:	Times tables software
DCC systems:	To submit educational reports/census data/secure transfers
Emails:	Secure encrypted emails
Internal Mail:	Secure internal mail collection once a week
GL Assessment:	Online assessment submission and analysis
Class dojo:	Online communication app between parents and teachers, available only to the school Community

Microsoft Teams

Data will only be shared with agencies for individual data needs and permission will always be sought from the parent/carer unless the law or school concern requires the process to be over ruled (information Sharing Agreement).

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. If a parent/carer would like to see information on their child, a request form to access school files should be completed. See the school website for a copy of the form and the procedures.

We are required by law to pass some information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs Chisholm (Headteacher) or Miss Peach (School Office).

If you require more information about how the LA and/or DfE store and use this data please go the following websites:

www.derbyshire.gov.uk/privacynotice www.education.gov.uk

A copy of the following forms can be found on the Ashbourne Primary School website.

- Privacy Notice
- Request Form for Access to School Files
- School Data Breach Policy
- School Privacy Impact Assessment Procedure



Ashbourne Primary School Personal Data

Childs Name:

Class:

I acknowledge that my child's personal information will be used for the purposes described above. **The privacy notice and a pupil update form will be sent home annually.**

Please tick to acknowledge

Consent form for the recording and use of images

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website. The school may invite an external photographer to the school each year to take official school photographs and the school may also invite the media in to take photographs for publication.

To comply with the Data Protection Act 1998 and the new General Data Protection Regulation (May 2018), we need to ask for your consent again before the school or the media record any images of your child.

Please answer the following questions then sign and date the form where shown below.

<ul style="list-style-type: none"> I give consent for my child's photograph to be used within the school building 	Yes / No
<ul style="list-style-type: none"> I give consent for my child's name to be used alongside his/her photograph within the school building 	Yes / No
<ul style="list-style-type: none"> I give consent for the school to use photographs of my child within the school community e.g Newsletters 	Yes / No
<ul style="list-style-type: none"> I give consent for my child's name to be used alongside his/her photograph within the school community 	Yes / No
<ul style="list-style-type: none"> I give consent for the school to use photographs of my child on Class Dojo, which is only available to the school community 	Yes / No
<ul style="list-style-type: none"> I give consent for my child's name to be used alongside his/her photograph on Class Dojo 	Yes / No
<ul style="list-style-type: none"> I give consent for the school to use photographs of my child on the school website and school Facebook page 	Yes / No
<ul style="list-style-type: none"> I give consent for my child's name to be used alongside his/her photograph on the school website and school Facebook page 	Yes / No
<ul style="list-style-type: none"> I give consent for my child's photograph to be used in other printed publications e.g local newspaper 	Yes / No
<ul style="list-style-type: none"> I give consent for my child's name to be used alongside his/her photograph in other printed publications e.g. local newspaper 	Yes / No
<ul style="list-style-type: none"> I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents 	Yes / No

Conditions of use:

- We will not re-use any photographs or recordings after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We will not use the personal details of any child or adult in a photographic image or video, on our website, our social media platforms in our school or in any of our other printed publications.

Parent/carer signature Print Name:

Date:

Continued overleaf

Consent for recording and use of parents images

On occasions such as Sports Day, reading buddy sessions and parents lunches we may take photographs of children and parents/carers. Due to the new regulations we need your consent to display such images of parents/carers.

<ul style="list-style-type: none">• I give consent for parents/carers photographs to be used within the school building	Yes / No
<ul style="list-style-type: none">• I give consent for the school to use parents/carers photographs within the school community e.g Newsletters	Yes / No
<ul style="list-style-type: none">• I give consent for the school to use parents/carers photographs on Class Dojo	Yes / No
<ul style="list-style-type: none">• I give consent for the school to use parents/carers photographs on the school website and school Facebook page	Yes / No
<ul style="list-style-type: none">• I give consent for parents/carers photographs to be used in other printed publications e.g local newspaper	Yes / No

Parent/carer signature

Consent for medical information to be displayed

We hold certain medical information on our system regarding your child and any medical conditions they may have. In order for all staff to be aware of your child's condition, this is displayed alongside your child's photograph.

Due to the regulations, we need your consent for this information to be made available to all staff. The following personal data will be displayed:

- Full Name and photograph
- Emergency Contact details
- Information regarding your child's medical condition

Your information will not be shared with any outside agencies and will be only be made available to the staff at Ashbourne Primary School.

<ul style="list-style-type: none">• I give consent for my child's medical information to be displayed	Yes / No
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Parent/carer signature

