

WALTON HOLYMOORSIDE PRIMARY & NURSERY

PUPIL PRIVACY STATEMENT FOR A CONSENT FORM

Walton Holymoorside Primary School & Nursery holds personal information regarding your child, this information includes their name, date of birth, contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

The attached Privacy Notice explains how your child’s personal information is used by your child’s school, the local authority and the Department for Education.

We may from time to time share your child’s personal information with some other companies/individuals. This information will only be shared with other companies/individuals to support your child’s learning, monitor and report on their progress, provide appropriate pastoral care, provide curriculum enrichment as well as assess the quality of our services.

The attached table details the companies/individuals that we may provide information to, together with how the information is used, how it is handled and kept secure, whether it is shared with a third party and how long the information is retained by the company.

For more information on how Walton Holymoorside Primary & Nursery School uses data we hold about you, how long we keep it and your rights over relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your records please contact:-

Ms Gillian Hills
School Business Manager
Walton Holymoorside Primary & Nursery
Holymoorside Road
Holymoorside
Chesterfield
S42 7DU
Tel: 01246 566502
Email: info@waltonholymoorside.derbyshire.sch.uk

Please sign and return the slip below to school by Monday 1st October 2018. Please retain the above for future reference. A copy is also available on our website at waltonholymoorside.co.uk/derbyshire.sch.uk

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PUPIL PRIVACY STATEMENT FOR A CONSENT FORM

I give my consent for my child’s personal information to be used for the purpose described on the attached document. Please note you have the right to withdraw this consent at any time and you can do this by contacting us at address given above.

Tick here to confirm consent:

Name of Child:

Signed:

Date:

Print Name:

Company/Individual with whom data is shared	Information Provided	Purpose	How the data is stored	Length of retention
R M Integriss	<ul style="list-style-type: none"> Name Class Date of birth Gender Unique pupil number SEND info Medical Info Attendance Parents contact details 	<p>Management system for pupil data.</p> <p>Some of the information on RM Integriss is shared with ParentPay, Clifton EMAG Limited, Pearson Education Ltd and EduKey</p>	<p>Electronically and paper records.</p> <p>Access to RM Integriss system required user names and passwords. User accounts are reviewed every 6 months. Paper records are held in a locked cabinet.</p> <p>Storage of electronic records meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data.</p>	All paper records are transferred to the child's next school when child leaves OHJ
Cool Milk for Schools Ltd	<ul style="list-style-type: none"> Name Class Parents' contact details 	Cool Milk to enable the provision of milk in school at break-time	<p>Electronically and paper records.</p> <p>Access to Cool Milk for Schools Ltd requires user names and passwords. User accounts are reviewed regularly. Manual records are held in a secure office.</p> <p>Storage of electronic records by Cool Milk for Schools Ltd meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data</p>	Whilst ever child receives Milk
Action for Children	<ul style="list-style-type: none"> Name Class Date of birth Gender Parents contact details 	To enable a referral to made for Talktime intervention.	Paper records	For the duration of the Talktime Intervention
School Health Service	<ul style="list-style-type: none"> Name Class Date of birth Gender Medical Information Parents contact details 	To provide pupil details for NHS School Health Service	Paper records. Stored in accordance with NHS guidelines.	Duration of child's education and in accordance with NHS retention guidelines
<ul style="list-style-type: none"> Chestfield Football Club- Sports Coaching Little Leprechauns – Child care 2B Sports Coaching Premier Sport – Sports Coaching Colin Deaton Table Tennis Academy – Sports Coaching 	<ul style="list-style-type: none"> Name Class Age Emergency contacts 	Provision of after school clubs in school.	Paper records of children's name and class. Stored securely.	Duration of after school club. Destroyed by shredding
Chesterfield School Sports Partnership	<ul style="list-style-type: none"> Name Class Gender 	Provision of sporting events and competitions	Paper records. Stored in accordance with Brookfield Community School guidelines	Duration of event. Destroyed by shredding
<ul style="list-style-type: none"> Brian Winter Katy Strudwyck Lucy Revis Daryl Sharpe 	<ul style="list-style-type: none"> Name Class 	Provision of music lessons in school	Paper records. Separate consent and agreement entered into between Music Teacher and parent	Separate agreement between Music Teachers and Parents
Teachers2Parents	<ul style="list-style-type: none"> Name Class Parents emergency contact number 	To keep parents informed of closures, reminders etc	Electronic records via Teachers2Parents accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside

Company/Individual with whom data is shared	Information Provided	Purpose	How the data is stored	Length of retention
<ul style="list-style-type: none"> • Brookfield School Academy Trust • St May's High School • Lady Manner's School • Parkside Community School • Outwood Academy 	<ul style="list-style-type: none"> • Name • Class • Date of birth • Gender • Ethnicity • Attendance • Parents contact details • Medical information • SEND information • Pupil attainment • Safeguarding information 	Transfer of information to Secondary School	Electronic records via RM Integris and paper records forward in accordance with the school's policy.	Duration of child's education. Records transferred to secondary school
Classroom Monitor	<ul style="list-style-type: none"> • Name • Class • Date of birth • Gender • Unique pupil number • SEND info • Pupil premium info 	To monitor pupil progress	<p>Electronically and paper records.</p> <p>Access to Classroom Monitor system requires user names and passwords. User accounts are reviewed regularly. Paper records are held in a secure office. Storage of electronic records by Classroom Monitor meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data.</p>	Whilst ever the child is at Walton Holymoorside
Lexia	<ul style="list-style-type: none"> • Name • Class • Age 	To support pupil spelling & reading	Electronic records via Lexia accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
Active Learn	<ul style="list-style-type: none"> • Name • Class • Age 	To enable the access of maths planning/activities	Electronic records via Active Learn accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
Microlibrarian	<ul style="list-style-type: none"> • Name • Class • Gender • Age 	Tracking of school library books	Storage of electronic records by Microlibrarian meets with all the requirements/risk assessments of Derbyshire County Council Audit Department in respect of security of data	Whilst ever the child is at Walton Holymoorside
Train Your Monster	<ul style="list-style-type: none"> • Name • Class • Age 	To support early years/KS1 reading	Electronic records via Train Your Monster accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
Education City	<ul style="list-style-type: none"> • Name • Class • Age 	To provide ICT activities and resources across the curriculum	Electronic records via Education City accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
Class Dojo	<ul style="list-style-type: none"> • Name • Class • Age 	To provide a pupil reward system	Electronic records via Class Dojo accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
Code org	<ul style="list-style-type: none"> • Name • Class • Age 	To support ICT skills in KS2	Electronic records via Code Org accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
First News	<ul style="list-style-type: none"> • Name • Class • Date of birth 	To improve reading skills in upper KS2	Electronic records via First News accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside
Tapestry	<ul style="list-style-type: none"> • Name • Class • Age 	To provide EYFS tracking, resources and assessment	Electronic records via Tapestry accordance with the school's policy.	Whilst ever the child is at Walton Holymoorside