

Name of student \_\_\_\_\_

Year group: \_\_\_\_\_



## General Data Protection Regulations (GDPR) – Information for Parents & Carers

I acknowledge that the College needs to hold certain information about my child in order to operate and provide their education.

### Section 1 – Information we have to collect and process

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, parent/guardian)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Biometric data in the form of your child's finger print to enable the purchase of food
- Assessment information
- Medical conditions
- Special Educational Needs and Disability
- Behaviour and exclusions
- Education/school history
- Sibling information

We do not need approval from you to hold and process this information as the GDPR has categorised it as being necessary for us to operate efficiently and safely. We are, however, required to keep this information secure, use it for the intended purpose and delete it when it is no longer required.

### Section 2 – Right to access

Under the GDPR, it is your right to request access to the information that we hold on you or your child. If you wish to exercise this right, please inform the College Principal in writing. There is no charge for this service.

### Section 3 – Right to have information removed

If you believe that any of the information we hold on your child is incorrect, please inform the College in writing. If we agree that the information is inaccurate, we will either change this or remove it from your child's school record.

### Section 4 – Additional information

We would like to be able to hold photographs of your child to celebrate their success and for use in marketing materials. I am sure you will agree that it is always good to see a picture or video of your child engaged in learning and enjoying school.

I agree to images of my child being taken for use in marketing or publicity materials

I do not want images of my child to be used in marketing or publicity materials

Signed \_\_\_\_\_ (Parent/Carer)      Date \_\_\_\_\_