

**Name of pupil:**

**Year group:**

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

I acknowledge that Werneth Primary School 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 and parent/guardian contact details)
- 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)
- 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 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 Werneth Primary School 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 – Use of images**

The Academies within the Pinnacle Learning Trust- including Werneth Primary School- may take photographs, videos or webcam recordings of students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used. Photographs may also be taken of those attending events which may appear in newspapers, social media and marketing materials.

When a pupil leaves the Werneth Primary School, the pupil's image(s) may be held in the Werneth Primary School archive and continue to be used for up to three years after the child has left, unless the parents specifically withdraw their permission for the image(s) to be used.



## Images consent form

- I / we understand that, if I / we have given consent, my / our child's image(s) may be used as outlined above.
- This consent will remain valid throughout my / our child's time at Werneth Primary School, and for three years afterwards, until and unless I / we withdraw my / our consent in writing to the Principal.

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