

## Parental Data Information Form

As a school, we wish to keep you informed as to the purpose of data we hold in relation to you or your child.

This relates to any data we hold – whether on paper or on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it is kept and what we do with it.

Please also see our privacy notices on the school website.

Registration Information					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical issues Parental details	Legally required to for admission to school  Well-being of your child  Communication	All staff (where necessary)	Initially completed on paper then entered onto school's information management system  Paper version is shredded	Held on file throughout child's time at school  Passed onto new school when moving  Computer retains copy of records in 'archive'

Tests and Assessment Data					
What?	Probable Content	Why ?	Who ?	Where ?	When ?
SAT's results  Internal assessments & tests  Phonics testing	All key stages assessment data  Weekly assessments (Tests)	Legally required to provide some data to the DFE to identify strengths and weaknesses so teaching can be made more personal	All staff (where necessary)	Data for the DFE is electronically held  Teachers own test results are held in their assessment files (paper)	Held on file throughout child's time at school  Passed onto new school when moving  Computer retains copy of records in 'archive'

Behaviour and Special educational needs	Reports on event and needs	To identify any issues to learning and/or safeguarding issues	Senior leadership, Class teacher and teaching assistant	Held electronically on secure password protected website	Held on Secure MIS throughout child's time at school. <b><i>Any safeguarding information is subject to separate legislation, which has separate retention dates</i></b>
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**ONLINE LEARNING TOOLS i.e. Mathletics, Lexia, Little wondle, Oxford Owl or similar.**

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupil progress	Names and class	Pupils can see their achievements	Staff and pupils	Held electronically on secure password protected websites	Held on file throughout child's time at school

**CCTV/Photographs/Entry System**

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Video recordings of school playground and entrances	All visitors to the school	Security of staff and pupils  Reduce insurance claims and costs to the school	Head teacher/school Business Mgr  Site manager	The recordings are held electronically in the school, on secure server	Recordings will be deleted every six weeks

Photographs/videos	Children engaged in activities in school or trips	Demonstrate good practice/ Share learning. Parental engagement.	Staff /parents/visitors	Website; secure electronic devices in school; Facebook, Twitter feeds and similar media. Displays in school. Newspapers Whole class photos	Held on file throughout child's time at school
Visitor photographs on entry system	Visitor photographs and names.	Security of staff and pupils	School business manager/Head Teacher	Recordings are held electronically in the school on secure server	Recordings will be deleted periodically as required

**Additional Statement:** *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the school website, which will be updated regularly.*