

## Data Collection Sheet Template

**Academy Name** is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data, which can be accessed via the Academy website [www.academyname.co.uk](http://www.academyname.co.uk), or via a paper copy on request.

The Academy is the data controller of the personal information that you provide to us. We may also receive information regarding from the previous school, Local Authority and/or the DfE. In accordance with the Education Act 1996, schools are required to keep a register containing the "prescribed particulars" of all pupils registered at their establishment. Schools also need to know who has parental responsibility for each child, including any relevant court orders.

The data we collect about pupils and their parents/carers and emergency contacts will be utilised in accordance with the Academy's Privacy Notices and Data Protection Policies. The data we collect aids us to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils. The data collected in this form will also be transferred onto electronic systems and stored in accordance with the Academy's defined retention periods. It is the responsibility of the parent/carer completing this form to ensure that appropriate consent has been given by their emergency contact, to provide their details for the Academy. **Please ensure the contact details and other information regarding your child is kept up to date. If you change your details at any time, please let the Academy know as soon as possible.**

Upon completing this form, you may be providing the academy with data which is specified under the UK General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive to an individual. This means that we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our obligations as a public organisation in ensuring that that we maintain a positive and safe teaching and learning environment, where we have a legal obligation to process this data or where we have consent. Special categories of data are classified as: race, ethnicity, religious beliefs, eligibility for free school meals, special educational needs, physical health and mental health information and biometric data. Where we require your consent for collecting data, this will be specified within our data collection form.

### Section One – Your Child's Details

<b>Legal Surname</b>	
<b>Preferred Surname</b>	
<b>Forename</b>	
<b>Preferred Forename</b>	
<b>Middle Name</b>	
<b>Gender</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Day time telephone number</b>	
<b>Parent email address</b>	
<b>Name of siblings attending the academy</b>	
<b>Has your child been exposed to any other language at home from birth to age 5?</b>	<b>Yes / No</b>
<b>If so, which language?</b>	

## Section Two – Your Child’s Medical Information

Do you consider your child to have a medical condition? If yes, please provide details below, including any medication they are required to take whilst at the academy.

<b>Medical condition(s)</b>	
<b>Allergies</b>	
<b>Medication requirements</b>	
<b>Dietary needs (including for religious reasons)</b>	
<b>Intolerances</b>	

### Medical Practice

<b>Name of medical practice</b>	
<b>Telephone number</b>	

### Accessibility

If your child has a disability or access requirements, please utilise the below table to notify the academy to ensure that appropriate measures can be taken to support accessibility.

<b>Disability</b>	
<b>Access requirements</b>	

## Section Three – Parental and Emergency Contact Information

Please give details of all persons who have parental responsibility and anyone you wish to be contacted in an emergency; place them in order that you wish for them to be contacted.

<b>Contact Name (Mrs, Ms, Mr)</b>	<b>Relation to the pupil</b>	<b>Home address including postcode</b>	<b>Parental responsibility</b>	<b>Telephone number (mobile and home)</b>	<b>Priority number</b> (Please indicate the order in which you would emergency contacts to be contacted (1-4))
			Yes/No		
			Yes/No		
			Yes/No		
			Yes/No		

The Academy also needs to be aware of any Court Orders in order to legally fulfil its safeguarding obligations. **Are there any Court Orders which relate to the child, e.g. Custody Orders? YES / NO**

If YES please detail the nature of the order (**proof must be provided to the academy office in its current form**).

Please list below anyone else you give permission to collect your child but is not an emergency contact point:

Contact Name	Relationship to Pupil	Contact Number	Password

#### **Section Four - Educational History (where applicable)**

School	Address	Date of attendance	Date of leaving

#### **Section Five - Meal Arrangements (please tick)**

Academy dinner – free	
Academy dinner – paid	
Sandwiches/packed lunch	
Other (please state)	

#### **Section Six - Eligibility (pupil premium and free school meals)**

This information will be used to check your child's eligibility for Pupil Premium and/or Free School Meals. The Academy receives additional funding of £1,300 pupil premium funding for each child registered for income assessed free school meals and helps the Academy to further support our pupils with their educational experience.

Please note that completion of this section of the form is optional, at each parent/carer's discretion. Non completion of this information could result in your child not receiving appropriate free school meal allocations and/or additional Academy funding.

Completing the below information will allow the Academy to access the funding. Please note that the details you provide in the below table will be used within the Academy's data returns which are shared with the DFE and Staffordshire County Council.

Those agreeing / consenting to provide eligibility information should complete the information below and tick the relevant box in **section 12** of this form. **Please only complete the below information if you are providing consent.**

Name of claimant: \_\_\_\_\_ National insurance number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

<b>Child Tax Credit but do not receive Working Tax Credit and that my annual household income is less than £16,190 (please note if you are receiving working tax credit, or if you have a partner and they are receiving working tax credit, regardless of income, you will not qualify)</b>	
<b>Income Support</b>	
<b>Income-Based Job Seekers Allowance</b>	
<b>Income Related Employment and Support Allowance</b>	
<b>The Guarantee Element of State Pension Credit</b>	
<b>Universal Credit</b>	
<b>Support under part VI of the Immigration and Asylum Act 1999</b>	
<b>Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit</b>	
<b>Children who get the above benefits directly rather than through a parent or guardian are also eligible for free school meals.</b>	
<b>Your child may also be eligible for free school meals if you get an of the benefits listed and your child is both younger than the compulsory age for starting school and in full-time education.</b>	
<b>I do not receive any of the above</b>	

The Department for Education have introduced an entitlement to Pupil Premium for those children who were Looked After immediately before being adopted or being placed on a Special Guardianship or Child Arrangements Order (previously known as a Residence Order). It will be for those who have parental responsibility to decide if they wish to self-declare their children's status to schools. Parents or carers are requested to provide supporting evidence, for example, a photocopy of the adoption order. Parents may conceal sensitive information (e.g. the name of the birth parents) if they wish.

The information you provide in the below table will be used within the Academy's census return which is shared with the DFE and Staffordshire County Council. The purpose of collecting data of this nature is to support the Academy in securing additional funding to support our pupils/students within their learning environment.

Please note that providing this data is optional and not mandatory; each parent/carer may provide these details at their own discretion. The data you provide will remain confidential at all times. **Please provide copies of any residency orders for the main office.**

Is your child in the care of the local authority?	Yes/No
Has your child ever been in the care of the local authority?	Yes/No If yes, please provide dates <u>DD/MM/YY – DD/MM/YY</u>
Is your child in foster care?	Yes/No
Is your child adopted?	Yes/No
Are there any residency orders in place for your child?	Yes/No
Is your child part of a separated family?	Yes/No

<p>Is your child of a service family?</p> <p>Please see below criteria from the Department for Education website, to support your answer:</p> <ul style="list-style-type: none"> <li>• one of their parents is serving in the regular armed forces</li> <li>• they have been registered as a 'service child' in the school census at any point since 2011</li> <li>• one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme</li> <li>• pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children</li> </ul>	<p>Yes/No</p>
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### **Section Seven – Pupil's Ethnic Background**

Information regarding the ethnic background of pupils is utilised by the Academy as part of our census returns to the DFE. Whilst this information is useful for the Academy to process, it is optional and not mandatory to provide. This data will be accessed by approved Academy personnel and stored in a secure manner physically and also electronically in the Academy's Management of Information System, called **name**. This is provided by a company called **name**. Should you wish to provide the below information, the academy requires signed documentation of your informed consent, which can be provided in section twelve of this documentation. **Please only complete the below information if you are providing consent.**

**Country of Birth:** ..... **Nationality:** ..... **Ethnic Origin (please tick as appropriate):**

<p><b><u>White</u></b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Traveller of Irish Heritage</p> <p><input type="checkbox"/> Gypsy/Roma</p> <p><input type="checkbox"/> Any other White background</p> <p><b><u>Mixed</u></b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background</p> <p><b><u>Asian or Asian British</u></b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background</p> <p><b><u>Black or Black British</u></b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic background – please state</p> <p>_____</p>
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<p><b><u>First Language</u></b></p> <p><input type="checkbox"/> Bengali</p> <p><input type="checkbox"/> Cantonese</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Greek</p> <p><input type="checkbox"/> Gujarati</p> <p><input type="checkbox"/> Hindi</p> <p><input type="checkbox"/> Italian</p> <p><input type="checkbox"/> Polish</p> <p><input type="checkbox"/> Portuguese</p> <p><input type="checkbox"/> Punjabi</p> <p><input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Turkish</p> <p><input type="checkbox"/> Urdu</p> <p><input type="checkbox"/> Other</p> <p><b><u>Religion</u></b></p> <p><input type="checkbox"/> Christian</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> Jehovah's Witness</p> <p><input type="checkbox"/> None</p>
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## **Section Eight – Photographs and Videos**

Our Academy requires written consent in order to process photographic and video data of its pupils/students.

Consent to the taking of photographs and videos is entirely optional. For those who provide consent to the collecting and processing of photographic and video data, the data will only be utilised for the purposes specified below and will not be taken without your consent. To provide your consent please circle 'yes' in the table below; **your signature will also be required in section twelve of the data collection form.**

Videos taken by the Academy for the website (such as those from events / educational visits) will be hosted on a secure platform called **Vimeo**, which is a video-sharing website that allows members to view, upload and share videos. The data uploaded through **Vimeo** is subject to enterprise-grade security, whereby the Academy can control the privacy of the videos which will only to be uploaded to the Academy's website and by secure methods of transfer.

**Consent to process data may be withdrawn at any time by contacting **number / email address**.** At the point in which consent is withdrawn, the academy will cease processing activities relating to photographic / video data.

**PLEASE ADAPT AS APPROPRIATE FOR YOUR SETTING**

<b>Purpose</b>	<b>Accessed by</b>	<b>Consent</b>
Academy and Trust website displays including news feeds and galleries. This includes videos of school events which are uploaded to the Academy website	Academy/trust staff Public through access to the website Website provider / Vimeo	Yes/No
Digital prospectus shared on the Academy website / hard copy	Academy/trust staff Public through access to the website Website provider	Yes/No
Photos shared in Academy building displays and galleries	Academy staff Viewed by members of the public/visitors	Yes/No
Photos shared on achievement boards	Academy staff	Yes/No
Photos shared in termly newsletters (digital and hard copy)	Academy/trust staff Hard copies provided for parents Digital copies are public on the website	Yes/No
Photos utilised for recognition purposes on student/pupil electronic records	Academy staff Academy information management software provider	Yes/No
Photos utilised on/in student/pupil exercise and work books as learning aids	Academy staff Students/pupils Parents	Yes/No
Photos/videos taken during educational visits for the website/internal displays	Academy staff Public through access to the website and internal displays Website provider	Yes/No
Photos displayed in Academy social media	Academy staff Public through use of social media Facebook/Twitter	Yes/No
Photos taken for academy productions	Academy staff Student/pupils Public through internal displays	Yes/No

Photos taken for year books	Academy staff Students/pupils Parents	Yes/No
Annual official Academy photos (whole year group/class group/individual)	Academy staff, public through internal displays Photograph provider - Tempest	Yes/No
Photos used in Press Articles (newspapers / print online)	Academy staff, public through internal displays and websites Photograph provider / newspapers	Yes/No

If consent is provided to process this data, photographs and videos of pupils/students will be taken only on Academy owned cameras and mobile devices by designated members of staff, or on devices from approved official providers such as **Tempest photographers**. This data will not be collected on personal devices of any nature, in accordance with our Use of Images Policy.

### **Section Nine - Biometric Data**

The Academy successfully uses biometric identification finger scan technology for cafeteria purchases and in the library. Biometric identification provides a more efficient service to students and staff, uniquely identifying each individual, and is a method for our users to check the value of money on their account and progress quickly through the queue during break and lunch times. It is not mandatory for the below information to be provided for your child to access their account or purchase items from the catering facility.

Biometric data will be accessed by approved Academy personnel only and stored in a secure manner electronically in the Academy's software provided by a company called **(please specify)**.

We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person. Written parental/carer consent is required to take and process biometric data from your child's finger. If you do not wish your child's biometric information to be processed by the Academy, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services. Please note that when your child leaves the Academy, or if consent is withdrawn or they cease to use the biometric system, their data will be deleted.

Should you wish to provide consent for the use of your child's biometric data as specified above, the Academy requires signed documentation of informed consent, which can be provided in section twelve of the data collection form.

### **Section Ten – Permissions**

**To provide your permission for any activities/further requirements, please tick the below boxes and sign in section twelve of the data collection form if you provide your consent.**

<input type="checkbox"/>	I give permission for my child to <b>travel by private car in the event of an emergency</b> (e.g. to take them to hospital).
<input type="checkbox"/>	I give permission for my child to <b>attend sporting fixtures during school and after school.</b>
<input type="checkbox"/>	I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, <b>as considered necessary by the medical authorities present.</b>
<input type="checkbox"/>	I give permission for my child to <b>participate in food tasting sessions</b> as part of lessons or to eat food provided for celebrations.  (Any allergies will be listed on the medical information form)
<input type="checkbox"/>	I give permission for my child to <b>wear face paints or make up</b> for academy productions and use make up remover.

	(Any allergies will be listed on the medical information form)
<input type="checkbox"/>	I give permission for my child to <b>go on local walks</b> with their class as part of their curriculum studies (e.g. to church, walk around the village).
<input type="checkbox"/>	I give permission for my child to <b>watch PG rated films</b> or clips where they are deemed suitable by teachers or linked to the curriculum.
<input type="checkbox"/>	I give permission for my child to <b>travel by minibus to events within Academy hours.</b>

### **Section Eleven - Communications**

Once your child has been admitted, the Finance Department is able to accept payments online for school meals, school trips, music tuition and other miscellaneous items. This facility is available by using a secure website called ParentPay which is PCI DSS certified, where you can pay online using your credit or debit card, details of which will be sent to you once your child has joined the Academy.

The Qcademy requires your email address as detailed in section one of this form, to utilise in accordance with ParentPay, our cashless payment system, to fulfil its financial requirements to eliminate cash handling on the premises.

ParentPay is easy to use and you have the freedom to make payments whenever you want, 24 hours a day, 7 days a week. Many parents/carers will welcome the certainty that money paid using ParentPay will reach the Academy securely and pupils will no longer have to take responsibility for carrying money to school.

The academy wishes to continue our effective communication with parents and carers. As part of our communication provision, the Academy subscribes to **ParentPay/Teachers2Parents/SchoolComms** who provide umbrella text messaging and email system services to allow us to provide communications such as important reminders and updates. Correspondence of this nature will be sent to your primary contact detailed in section three of this form. Service providers utilised by the Academy are compliant with Data Protection laws; your telephone numbers will not be passed to any third-party providers without your consent. Your consent can be provided on section twelve of this form.

The Academy is also pleased to provide our parents and carers with updates through use of our newsletter. Newsletters will be displayed on the Academy website and provided for pupils to take home in paper format. They may also be sent to you via email, with your consent, which can be provided in section twelve of this documentation.

### **Section Twelve – Consent**

Should you wish to withdraw your consent at any time, please contact **(name and contact details)** to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

#### **Please tick and sign below if you are providing your consent.**

- I consent to issuing the eligibility data, as per section six of the Academy's data collection form by providing my signature below.
- I consent to issuing the religious / ethnic background information of my child, as per section seven of the Academy's data collection form by providing my signature below.
- I consent to the processing of my child's photographic data, as selected in section eight of the Academy's data collection form by providing my signature below.
- I consent to the use of my child's biometric data being used as per section nine of the Academy's data collection form by providing my signature below.
- I consent to my child to participate in the events selected and specified in section ten of the Academy's data collection form by providing my signature below.



- I consent to receiving important Academy reminders and updates via text message and email by providing my signature below, as per section eleven of this form.
- I consent to receiving information from the Academy in the form of newsletters by providing my signature below, as per section eleven of this form.
- I have received, read and understood the Academy's privacy notice for the processing of pupil data.

If you have any queries or concerns in relation to the protection of data, please contact the Academy's data administrator via **(name and contact)** or the Trust Data Protection Officer via 01782 987120 / [hkirkham@suatrust.co.uk](mailto:hkirkham@suatrust.co.uk).

Name of Parent/Carer (person with parental responsibility) \_\_\_\_\_

Signature of Parent/Carer (with PR) \_\_\_\_\_

Name of pupil/student \_\_\_\_\_

Date \_\_\_\_\_