

Data Collection Form

Please read and complete **this entire form** and return it to school as soon as possible.



All information provided will be held and processed strictly in accordance with the provisions of the General Data Protection Regulations (GDPR). For more information, please refer to the school privacy notice policy which is available on our school website under "Policies". All consents given on this form can be withdrawn at any time by putting such a request in writing to the Headteacher or Data Protection Officer.

Basic Information (these details will form the basis of your child's personal file):

Forename(s):		Surname:	
Chosen/preferred name:		Date of birth:	
Gender:		Ethnic Origin:	
First language:		Religion:	
Home address:			

Persons with parental responsibility (these details will form the basis of your child's personal file):

Priority	Full Name	Relation	Contact details
1			Daytime tel: Home tel: Address:
2			Daytime tel: Home tel: Address:

Emergency Contacts (these contacts will be used in case of illness or emergencies, in the order listed below): - Please give us as many emergency contacts as possible so we always have a contact available. Please tick to confirm we have permission to contact those listed below:

Priority	Full Name	Relation	Contact telephone
1 <input type="checkbox"/> consent given to contact			
2 <input type="checkbox"/> consent given to contact			
3 <input type="checkbox"/> consent given to contact			
4 <input type="checkbox"/> consent given to contact			

Medical Details (these details will form the basis of your child's personal file - please answer yes or no)

Does your child suffer from any medical condition or allergy about which his or her teacher(s) should know? If yes, please give details below.	Yes	No
I give my consent for any medical details or allergies declared below to be shared with school employees as required to maintain the health and safety of my child during the school day. All information will be treated confidentially in line with the school privacy notice.	Yes	No
Is your child allergic to any medication? If yes give details below:	Yes	No

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Please note we require advance consent on a "medicine administration" form to give your child medicine during the school day.

Is your child's tetanus cover up to date? (If unsure, please circle no).	Yes	No
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In the event of an emergency or accident, do you give consent for your child to be administered with emergency medical treatment (including transportation to hospital and/or anaesthetic)?	Yes	No
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Please give the name and address of your child's GP practice:	
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Trips & Activities Permissions (to be used in the event of trips or special events - please answer yes or no)

I give my child permission to participate in supervised activities, including local walks, off the school site within the school day. For most trips there will be a supplementary permission form with further details.	Yes	No
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I give my permission for my child to be transported by vehicle in accordance with current safety legislation. All staff transporting children are appropriately insured.	Yes	No
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I give my permission for my child to take part in food & drink tasting sessions. If your child has an allergy or intolerance to any food or drink please give details below. Please confirm that information can be shared with the staff member(s) leading the activity:	Yes	No
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Photograph Permissions (please answer yes or no)

We many wish to use a photograph(s) of your child in our publications, publicity materials, displays or the internet. Please read the following information carefully and then answer the questions below.

1. The permissions given below will be considered valid for the entire period the child attends the school. Parents/carers may withdraw permission, in writing to the Headteacher, at any time. Consent has to be given by the person with parental responsibility to be valid.
2. If we use photograph(s) of individual young people or small groups of young people, we will not use their full name in the accompanying text or caption. However the media may want to use names. We may use group photographs with very general captions.
3. We will not include personal details such as telephone numbers or addresses in any of our publications.
4. Please note that websites can be viewed throughout the world and not just the UK/EU where UK/EU law applies.

I give my permission for photographs and videos of my child to be used within school.	Yes	No
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I give my permission for my child's image to be used in publications and publicity materials produced by the school.	Yes	No
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I give my permission for my child's image to be used on the school website and learning platform.	Yes	No
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I give my permission for my child's image to be used on the school Twitter account.	Yes	No
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I give my permission for my child's image to be used by other agencies – including the local press, other newspapers and other media.	Yes	No
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Third Party Permissions (please answer yes or no)

Blackwell Primary shares information with selected third parties to provide services to school. These service providers are placed under the same Data Protection and GDPR compliance rules as those required of the school. Please indicate below that you consent for information to be shared:

I give my permission for data to be shared with Parent Pay (this data is used to provide an e-service where parents are able to pay for school dinners, trips and other items via an online system).	Yes	No
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I give my permission for data to be shared with Teachers 2 Parents (this data is used to provide the text messaging service used by school for important updates, events, and to contact parents where a call is not possible).	Yes	No
Nursery/Foundation only - I give my permission for data to be shared with 2Simple (this data is used for the Early Years Foundation Stage assessment process and to keep parents/carers updated with their child's progress).	Yes	No
I give my permission for data to be shared with the Bolsover District Sport Partnership (this data is used to provide sporting activities and clubs to the children in school and ensure their safety while taking part in activities).	Yes	No

Any other information

If there is anything else you think we need to know, please write it below:

By signing and dating below you declare that the information included on this form is correct to the best of your knowledge. Please inform the school office or Headteacher immediately in writing in the event of any changes to any of the details included on this form.

For more information on how Blackwell Primary School uses data we hold about you, how long we keep it and your rights relating to it, for example to have it corrected, erased, restricted, transferred or to see your records go to our website at www.blackwellprimary.co.uk or by contacting Stuart White (Data Protection Officer) at info@blackwell.derbyshire.sch.uk / 01773 811281.

Signature of parent/carer:

Date:

GDPR Declaration

Blackwell Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Stuart White acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01773 811281 or info@blackwell.derbyshire.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Blackwell Primary School upholds are imposed on the processor.

I, _____ (parent/carer/guardian of _____), on (date)

_____ declare that I understand:

- Blackwell Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Blackwell Primary School may share my data with the DfE, and subsequently the LA.
- Blackwell Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Blackwell Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy and my rights to the processing of my personal data.

More information is available on the school website and on the school privacy notice.