

Data Collection / Student Information Form

On 25 May 2018, the General Data Protection Regulations (GDPR) came into force in the UK. These are new data protection regulations that build upon the Data Protection Act of 1998.

The GDPR require public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at The Astley Cooper School, and in line with GDPR requirements, we have appointed a Data Protection Officer to oversee our approach to data management and protections.

Please complete all sections of this form using a black pen and **BLOCK CAPITALS** and return to school.

Please pay particular attention to the contact details that we require:

- Phone number in case of emergency
- Mobile number for text messages
- Email addresses for school/home communication (**please provide an email address that is regularly checked, this is vital to ensure that you receive all school communications**)

The Astley Cooper School uses **Parent Mail** to send correspondences and general information via email and text message.

The Astley Cooper School uses the **Go 4 Schools** system as a means for you to track and monitor your child's progress and day-to-day information. This is an exciting online parental engagement system.

Permissions Forms

On the back page of this form all sections must be signed and completed by the relevant person to enable students to access the many benefits, privileges and facilities outlined in the Parent Information Booklet.

Data Protection ACT 1998

The Astley Cooper School are the Data Controller for the purposes of the Data Protection ACT (1998) for all students who attend the school. We collect information from you, may receive information about you and your child from their previous school and from the Learning Records Service (LRS). We will not give information about you to anyone outside of the school without your consent unless the law or our rules allow us to.

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

Full details of the schools Data Protection Policy are on our website.

Please signed below to confirm that you have read and understand the information above.

Name: _____ Date: _____

Signed: _____ (Parent/Carer)

Student Information – Please use block capitals

| | |
|---|---|
| Legal Surname (as shown on the students birth certificate) | Home Address (including postcode) |
| Legal First Name | |
| Preferred Surname | |
| Preferred First Name | Home Telephone Number |
| Date of Birth | Previous School Name & Address |
| Gender | |

Parental Information

| | | |
|--|----------------------------------|-----------------|
| Contact 1 - Title and Full Name | Parental Responsibility | Yes / No |
| | Emergency Contact Consent | Yes / No |
| Address (including postcode, if different from student) | Mobile Phone Number | |
| | Work Telephone Number | |
| Email Address | | |
| Contact 2 - Title and Full Name | Parental Responsibility | Yes / No |
| | Emergency Contact Consent | Yes / No |
| Address (including postcode, if different from student) | Mobile Phone Number | |
| | Work Telephone Number | |
| Email Address | | |

Additional Contacts – please provide two additional contacts

| Name | Contact Number | Relationship to Student |
|-------------|-----------------------|--------------------------------|
| | | |
| | | |

Other Information – This page must be completed

Medical Details

| |
|--|
| Doctors Surgery and Address |
| Medical Conditions / Allergies including any Food Allergies |

Ethnicity/Cultural – Please tick

| | | | |
|-----------------------------------|-------------------------|------------------------------------|--|
| Any other Asian background | Chinese | Traveller of Irish Heritage | |
| Any other black background | Gypsy | Turkish | |
| Any other Ethnic group | Gypsy/Roma | Turkish/Cypriot | |
| Any other mixed background | Indian | White/Asian | |
| Any other white background | Italian | White/Black African | |
| Bangladeshi | Other Gypsy/Roma | White/Black Caribbean | |
| Black African | Pakistani | White British | |
| Black Caribbean | Roma | White Irish | |

Nationality

| | | | |
|--|----------------------|------------------------------------|-----------------|
| First Language | Home Language | English Additional Language | Yes / No |
| | | Asylum Seeker | Yes / No |
| Nationality (as stated on passport/birth certificate) | | Passport number | |
| | | Expiry Date | |

| |
|--------------------------------|
| Religion (please state) |
|--------------------------------|

Additional Informational

| | | | |
|--|-----------------|------------------------------------|-----------------|
| In receipt of Free School Meals | Yes / No | In receipt of Pupil Premium | Yes / No |
|--|-----------------|------------------------------------|-----------------|

Siblings at The Astley Cooper School

| Name(s) | Date of Birth | Current Year Group |
|---------|---------------|--------------------|
| | | |
| | | |
| | | |

| |
|-------------------------------------|
| Any Other Useful Information |
|-------------------------------------|

PERMISSION SECTION

Student Name: _____ (Block capitals)

Parent/Carer Permission section

1) Trips & Local Excursion Permission

I agree that my child can take part in any sports fixtures or local excursions that may be arranged during their time at school.

2) Internet Permission

I have read the internet usage rules outlined in the Parent Information Booklet. As the parent/carer of the student named above, I grant permission for them to use electronic mail and the internet.

If required I give permission for their work to be published on the school website or any other social media platforms used by the school.

3) Image Consent

I have read and understood the Image consent guidelines outlined in the Parents Information Booklet and I can confirm that:

I do/do not give (please delete as applicable) permissions for my child's image to be used in any publicity material for the school, news media or any other social media platforms used by the school.

4) Home/School Agreement

By signing below you are agreeing to the principles and values of The Astley Cooper School.

Name: _____ Date: _____

Signed: _____ (Parent/Carer)

Student Permission Section

1) Internet Permission

As a user of the school network, I agree to comply with the school rules on its use. I will use the network and the internet in a responsible way and observe all the restrictions explained to me by the school and as outlined in the Internet Usage Rules.

2) Home/School Agreement

By signing below you are agreeing to the principles and values of The Astley Cooper School.

Name: _____ Date: _____

Signed: _____ (Student)