



Willenhall Community Primary School is a data controller. We collect your data and your child's data in accordance with the UK General Data Protection Regulation and domestic data protection legislation. Our privacy notice is attached to this form and outlines what information we collect, why we collect it, where we collect it from, where it is shared, how long it is stored and your rights as an individual. Please read our privacy notice before completing this form. The privacy notice, data protection policy and record retention schedule can be found on the school's website.

SECTION 1. PLEASE ENTER YOUR CHILD'S DETAILS ACCURATELY AND COMPLETELY:

Pupil's Surname:		<i>Pupil's Legal Surname (if different)</i>	
Pupil's Forename:		<i>Pupil's Legal Forename (if different)</i>	
Pupil's Middle Name:		Date of Birth:	___/___/___
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Postcode:
Home address			

SECTION 2. PARENT & EMERGENCY CONTACT INFORMATION

Parent or Guardian Details (1):	
Title: Mr / Mrs / Miss / Ms / Other: _____	
Forename:	Surname:
Does this person have parental responsibility for the child? Yes / No *	
Relationship to the child:	
Does this person live at the same address as the child? Yes / No *	
If different, please provide address:	Home telephone:
	Mobile telephone:
	Work telephone:
Postcode:	
<p>We share email and telephone numbers with our communications supplier under a written agreement so that we can send you communication about your child and updates from school. You can view our supplier's privacy notice at https://schoolcomms.com/privacy-policy/</p>	
Email address:	

<p>We ask for your date of birth in order to promote accuracy within our contracted software system. It is not shared anywhere else. This is provided with your consent and you do not have to fill this part of the form. If you do provide this information, you can withdraw it at any point by contacting the school.</p>	Date of birth:	___/___/___
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Parent or Guardian Details (2):	
Title: Mr / Mrs / Miss / Ms / Other: _____	
Forename:	Surname:
Does this person have parental responsibility for the child? Yes / No *	
Relationship to the child:	
Does this person live at the same address as the child? Yes / No *	
If different, please provide address:	Home telephone:
	Mobile telephone:
	Work telephone:
Postcode:	
<p>We share email and telephone numbers with our communications supplier under a written agreement so that we can send you communication about your child and updates from school. You can view our supplier's privacy notice at https://schoolcomms.com/privacy-policy/</p>	

Parent or Guardian Details (2) continued:	
Email address:	

We ask for your date of birth in order to promote accuracy within our contracted software system. It is not shared anywhere else. This is provided with your consent and you do not have to fill this part of the form. If you do provide this information, you can withdraw it at any point by contacting the school.	Date of birth:	___/___/___
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Does anyone else hold parental responsibility for the child (e.g. grandparents): Yes / No

If Yes, please provide documentation to verify this statement, as we may rely on the holder of parental responsibility's consent for future reference. This information may be shared in accordance with our privacy notice

SECTION 3. HOME INFORMATION

We collect this information due to our legal obligation under Section 537A of the Education Act 1996 and The Education (Pupil Information) (England) (Miscellaneous Amendments) Regulations 2016.

First language (this is the first language that your child learnt to speak): _____

We collect this information in order to make a fully informed decision in regards to the application of a child's placement in regards to our Admissions Policy, this can be viewed on the school website.

Does the child have any siblings at Willenhall Community Primary:	YES		NO		If yes, please provide names:
Looked after children - is the child in the care of the local authority:	YES		NO		If yes, which authority?

SECTION 4. NURSERY REQUIREMENTS

Willenhall Community Primary School offers nursery places to children once they are 3-years old.

- All 3-year olds are entitled to 15-hours free nursery provision per week during term time (from the start of the term after they turn 3).
- Our nursery sessions are:
 - 5 morning sessions – 8:45 – 11:45am
 - 5 afternoon sessions – 12:30 – 3:30pm
- If you are interested in all-day provision please tick the box below. All-day places are subject to availability.
- Please see our Nursery Admissions policy for further information.

Please tick which nursery session you would prefer:	5x morning sessions		5 x afternoon sessions	
If you are interested in all-day provision please tick:	YES		NO	
Are you eligible for the 30-hour childcare funding	YES		NO	Don't know (see below)*

*To find out more information about the 30-hour funding please visit <https://childcare-support.tax.service.gov.uk>

Please tell us how you heard about our nursery (please tick the relevant option):	Existing Parent []	Word of mouth []	Family Hub []
	School website []	Twitter []	Leaflet []
	Willenhall Focus []	Other: _____	

Please enter the **full name** of the person completing this form and **sign** and **date** here:

The person completing this form must have parental responsibility for the child.

FULL NAME: _____ **SIGNATURE:** _____ **DATE:** _____

YOU MUST PROVIDE YOUR CHILD'S ORIGINAL BIRTH CERTIFICATE TO THE SCHOOL WITH THIS FORM SO THAT A COPY CAN BE TAKEN BY THE SCHOOL

For Office Use Only:

Date Received in School:		N1 or N2	
Siblings in school	YES	NO	Admission Group
Catchment area	YES	NO	Birth Certificate copied
EAL	YES	NO	Date Entered onto system

General Data Protection Regulation Privacy Notice

Who processes your information?

The 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. The School's address and contact details are:

Willenhall Community Primary School, St. James Lane, Coventry. CV3 3DB

Telephone: 02476 302004

Email: admin@willenhallprimary.org

Sarah Harriott acts as a representative in the form of Data Protection Officer for the school with regard to its data controller responsibilities; she can be contacted on 024 7697 6928 or sarah.harriott@coventry.gov.uk Her role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with data protection legislation.

The school's registration as a data controller is [Z9170344](#)

1. Why do we collect and use your information?

The School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous School, Local Authority and/or the Department of Education. We collect and use personal data in order to meet legal requirements and public interest set out in the UK GDPR and applicable domestic law, including those in relation to the following:

- Article 6 and Article 9 of the UK General Data Protection Regulations
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We may also use the data collected in conjunction with school provided extra-curricular activities and "before and after school" childcare, if your child chooses to attend these.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service / handle complaints
- To comply with the law regarding data sharing
- To safeguard pupils
- To ensure everyone is treated fairly and equally
- To celebrate pupil achievements
- To provide parents with reports and additional information
- To conduct research or analysis and/or provide statistical reports
- For the prevention and detection of crime
- To send communication to parents about your child and updates around the school

2. Which data is collected?

The categories of pupil information that the School collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses, siblings
- Characteristics – e.g. ethnicity, language, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons

- Assessment information – e.g. national curriculum assessment results
- Relevant medical information (such as doctors’ information, child health, dental health, allergies, medication and dietary requirements)
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Voicemails
- Photographs for identification purposes
- CCTV recordings from around the school building and site for safeguarding purposes
- As a school, we need to process special category personal data (e.g. concerning health, ethnicity, religion or biometric data) and criminal records information about some individuals. We do so in accordance with applicable law (including with respect to safeguarding) or by explicit consent. Where we collect special category data, we have a lawful basis under Article 9 (2) GDPR. For example, where we collect health information, for a substantial public interest under Article 9 (2) (g), we will have the appropriate policy document in place ([this is available on the school website](#)), as required.
- In the case of ethnicity, we will ask for explicit consent to the processing of this personal data.

The categories of parent/carer information the School collects, holds and shares include the following:

- Personal information – e.g. names and addresses, emergency contact details
- Free school meal eligibility and details relating to this
- CCTV images for safeguarding purposes
- DOB for identification purposes, we will ask for explicit consent to the processing of this personal data

Whilst the majority of the personal data you provide to the school is a legal requirement or public task requirement some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used; e.g. photographs for display purposes.

We may receive information regarding you directly from the Local Authority and previous education establishment.

Parents who are providing consent on behalf of their children must hold parental responsibility.

3. Who can access this data?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. The electronic data that we collect from you will be transferred to, and stored by, a processor who abides by a contractual agreement. Where the School uses a processor, the same data protection standards that the School upholds are imposed on the processor.

The categories of people within the School who can access this data will depend on which data they are authorised to access. Members of School staff are limited to only the information they require to perform their duties. Access to electronic data will be password protected and hard copy files will be securely stored for authorised use.

4. How long is your data stored for?

We retain personal data only for a legitimate and lawful reason and only for so long as is necessary or required by law. Personal data relating to pupils and their families at the School is stored in line with the school’s **Data Protection Policy** and **Record Retention Schedule**, which can be found on the [School website](#).

5. Will my information be shared?

The School is required to share pupils' data with the Department of Education on a statutory basis. The National Pupil Database (NPD) is managed by the Department of Education and contains information about pupils in Schools in England. The School is required by law to provide information about our pupils to the Department of Education as part of statutory data collections, such as the School census; some of this information is then stored in the National Pupil Database.

The Department of Education may share information about our pupils from the National Pupil Database with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Department of Education has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. The School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares pupils' information due to a legal obligation and public task duty with:

- Pupils' destinations upon leaving the School
- The National Health Service
- The Department of Education
- The Local Authority – The Education (Information About Individual Pupils) (England) Regulations 2013 and Education (Pupil Registration) (England) Regulations 2006 enable the processing of information such as admissions, attendance, common transfer file, curricular record, educational record and SEN Reports attached individual pupils by requiring Schools to provide such the information to either the local authority or the Secretary of State as is so requested.
- Ofsted will infrequently require short term access to personal information from both employees and pupils to generate regulatory reports.
- Authorities in relation to the prevention of crime.
- Suppliers and service providers – to enable them to provide the service we have contracted them for. Please see the Appendix 1 to this notice for more information about third parties.
- We transfer your data to countries outside the UK and EU when using the G-Suite application. Whenever we transfer personal data outside the UK and EU, we ensure we have the appropriate safeguards in place.
- To celebrate success we will share children's first names and class via the school's website and social media sites.
- With other local authority schools in our network for the purpose of moderation during the Covid-19 pandemic

6. What are your rights?

This section applies to parents/guardians who hold parental responsibility and to pupils who have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds via a subject access request addressed to the school address above.

- Request that your personal data is amended if it is inaccurate or incomplete. If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information found to be incorrect.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted in certain circumstances.
- Object to your personal data being processed when we have relied on legal obligation and public task duty as our lawful basis.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

In England, schools are regulated by The Education (Pupil Information) (England) Regulations 2005. Parents can apply in writing to the school to view their child's education record or receive a copy within 15 school days. In England, this right only applies to all local authority schools, and all special schools, including those which are not maintained by the local authority.

Information Commissioner's Office (ICO)

If you have a concern about the way the School is collecting or using your personal data, you can raise a concern with School's Data Protection Officer with the details provided above or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

7. Where can you find out more information?

The School is committed to providing you with the best online experience while visiting our website. As part of this process, we use standard third party cookies to collect data about your behaviour online while you are on our sites, and we also track information about the number of times our site is visited and the number of people who return to our site. We track all information as a whole and therefore we do not collect any personal information about you as an individual. Cookies are not computer programs and cannot contain viruses. For more information on how they work please follow this link:

<https://www.cookie-law.org/the-cookie-law/>

How we use cookies

Our site does not use any invasive cookies to collect your personal information. We use industry standard third party cookies to track your behaviour online and gain statistical information in the following ways:

- We track the number of visits to our website, where each visitor came from (i.e. the site visited prior to coming to our sites) and where each visitor goes to from our site (the next site visited after ours).
- We store cookies on your **PC for no longer than 6 months.**
- If you share your computer, we advise that you select the 'Don't remember my details' option when you sign out of your account for your own account security. This will remove all details from the cookie. **When you visit our site, you can refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies.** However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

8. Where can you find out more information?

If you would like to find out more information about how we use and store your personal data please visit our website and download our Data Protection Policy. Please also see websites listed below:

Department of Education

Census: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How DfE share data: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Google Analytics

<http://www.aboutcookies.org/>

<http://www.allaboutcookies.org/>

[see how Google uses cookies and why](#)

ICO

Concerns: <https://ico.org.uk/concerns/>

9. Changes to our privacy policy

We keep our privacy policy under review and we will place any updates on the school website. This privacy notice was last updated in April 2022.

Appendix 1

In addition to the organisations mentioned above, we also use suppliers to help us to carry out our functions as a school.

Personal data	Supplier/service	Reason why it is processed	Lawful basis
All pupil data included in the Common Transfer File; i.e. registration, attendance, basic identifiers, parent information, medical and dietary information, consents received for pupil.	SIMS	School's information management system	Legal obligation Public task duty
Safeguarding Information	CPOMS	Safeguarding log	Public task duty
Parent and pupil basic identifiers, parent, phone number.	SIMS InTouch SIMS Pay SIMS Parent App SchoolCloud	Electronic communications directly to parent email/phone Provision of payments within school Data rectification for parents and push notification communication Parent evening appointment	Public task duty
Behaviour Information	CPOMS	Logging pupil behaviour information	Public task duty
Basic identifiers (pupil names)	Google classroom Maths Circle: Times Tables Rockstars & Numbots Nuffield Early Learning Intervention (NELI) Language Screen	Providing pupils with learning online	Public task duty
Basic identifiers, DOB, SEN information, class, attainment and assessment information	DC Pro	Tracking pupil assessments	Legal obligation

Personal data	Supplier/service	Reason why it is processed	Lawful basis
Photographs	Braiswick Photographic Ltd.	Identification of pupils and for displays/website/school social media	Public task for identification Consent for displays/website etc.
Basic identifiers for parents (name/email)	Edenred	Providing free school meal vouchers	Public task duty
All pupil/staff/parent information	Admin IT provider Curriculum IT provider	Providing IT support to curriculum and admin	Legal Obligation Public task duty
All Pupil Staff Parent information	Groupcall WONDE	Data extraction service to allow accurate migration of information from the school's MIS to third party suppliers.	Public task
Staff/Parent/Pupil/Visitor information such as name, car registration and photograph	Inventry	Stores information of those on the school site	Legal obligation Public task duty
All Pupil Staff Parent information	Microsoft Applications: Outlook 365 OneDrive SharePoint	Outlook 365 for email correspondence OneDrive for secure storage and remote access SharePoint for sharing and receiving files that hold minimal data	Public task duty
Basic identifiers – name, address, telephone numbers, email addresses, relationship with child	Microsoft Forms	Emergency contact information for pupils	Public task duty Not shared unless there is lawful basis-retained as per retention schedule.

Personal data	Supplier/service	Reason why it is processed	Lawful basis
Basic identifiers, photograph / video recordings	Names.co.uk YouTube Twitter	Provision of the school's webpage and social media accounts	Public task Consent for photographs / video recordings
Basic pupil identifiers, FSM eligibility. Parent full name & title, relationship details, parental responsibility, telephone & email contact, court order data, lives with the child	Schoolvouchers provided by WONDE	Providing free school meal vouchers	Public task duty
Parent name, address and reason for referral	Coventry Foodbank / Trussell Trust	Providing food parcels to families in need	Consent
Pupil name, DOB, UPN, class	Thrive Online	To support pupil emotional development	Public task duty
Pupil name, gender, DOB, UPN, pupil premium status, SEND status	Action Tutoring	To provide targeted tutoring for pupils	Public task duty Substantial public interest
Pupil name, gender, DOB, UPN, pupil premium status, SEND status, class, ethnic origin, home language	Hodder Education - Rising Stars / MARK Maths NoProblem! Insights	To provide educational assessment and learning tools to implement effective interventions	Public task duty Substantial public interest
Educational Visits: Name, address, dietary needs, medical info, emergency contact details, photographs	Plas y Dol Moch	To provide outdoor and residential educational experiences for pupils	Public task duty Legal obligation Substantial public interest Consent (photographs)