

# Parents/Pupils Data Consent Form



Please read this form in conjunction with the school's [Privacy Notice for Parents](#)

This Data Consent Form explains how and why we store and share personal information about pupils and parents/carers.

It provides a guide to parents/carers about our legal obligations and the reasons for sharing data. Like any organisation which handles personal data, our Company is the 'Data Controller' and our school is defined as a 'Data Processor' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act 2018.

The purpose of the form is for parents to give consent for us to share personal data with specific trusted organisations (which are also GDPR compliant), in order for us to run an effective and efficient school and in the best interests of our pupils.

Please **complete all shaded boxes on this form**

By signing the forms, the parents are agreeing to update the school of any changes in consent whilst the child is at the school.  
If there are no changes to make, these forms are completed **only once** and held on file at the school.

Name of School	
Name of Child	Year Group
Name of Parent(s)/Carer(s)	

Please read the following table and indicate your consent in the right hand column.

Organisation with whom we share data	How we share the data	What data might we share?	Does the organisation share the data beyond its own establishments?	Is the organisation GDPR compliant	Why do we share the data?	Do you give your consent (Yes or No)
MIS system manager*	<ul style="list-style-type: none"> <li>We upload pupil admissions forms details</li> </ul>	<ul style="list-style-type: none"> <li>Pupil details</li> <li>Parent details</li> <li>Attendance information</li> </ul>	Yes (with the DfE)	Yes	<ul style="list-style-type: none"> <li>To enable the running of the school</li> </ul>	<b>Statutory requirement Consent not required</b>
Parent company. Polaris	<ul style="list-style-type: none"> <li>Email</li> <li>Letters</li> <li>Meetings</li> <li>Secure Access</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Details</li> <li>Parent Details</li> <li>Pupil Assessment Information</li> <li>Pupil well-being information</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>To enable the running of the school</li> </ul>	<b>Statutory requirement Consent not required</b>
The Local Authority	<ul style="list-style-type: none"> <li>Secure Transfer (SIMS*)</li> <li>Telephone Calls</li> <li>Email</li> <li>Letters</li> <li>Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Details</li> <li>Parent Details</li> <li>Pupil Assessment Information</li> <li>Pupil well-being information</li> </ul>	Yes (with the DfE)	Yes	<ul style="list-style-type: none"> <li>To safeguard pupils</li> <li>To meet our statutory assessment responsibilities</li> <li>Because the DfE requests this</li> </ul>	<b>Statutory requirement Consent not required</b>
The Department for Education (DfE)	<ul style="list-style-type: none"> <li>Email</li> <li>Letters</li> <li>Meetings</li> <li>Secure Access (DfE online area)</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Details</li> <li>Parent Details</li> <li>Pupil Assessment Information</li> </ul>	Yes (other Government departments)	Yes	<ul style="list-style-type: none"> <li>To meet our statutory assessment responsibilities</li> <li>To enable the running of the school</li> <li>Because the government demands this</li> <li>To ensure that the school receives funding</li> </ul>	<b>Statutory requirement Consent not required</b>
NHS	<ul style="list-style-type: none"> <li>Letters</li> <li>Email</li> <li>Meetings</li> <li>Telephone calls</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Details (personal and medical)</li> <li>Parent Details</li> </ul>	Yes – medical services	Yes	<ul style="list-style-type: none"> <li>To ensure pupils' health and well-being</li> </ul>	<b>Statutory requirement Consent not required</b>
O Track	<ul style="list-style-type: none"> <li>Securely through SIMS*</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Assessment Information</li> <li>Pupil details</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>To enable teachers to plan for outstanding teaching and learning</li> <li>Ofsted expects schools to assess pupils' attainment</li> </ul>	

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Schools (transfer of pupils)	<ul style="list-style-type: none"> <li>Securely through MIS</li> <li>Hand delivered sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>Pupil Details</li> <li>Parent Details</li> <li>Pupil Assessment Information</li> <li>Safeguarding records</li> <li>Pupils' School Record</li> </ul>	Yes <ul style="list-style-type: none"> <li>if the child transfers again</li> <li>See the other school's privacy policy</li> </ul>	They should be	<ul style="list-style-type: none"> <li>Statutory responsibilities</li> </ul>	

\*SIMS is the database on which all pupil personal data (other than teacher assessment information) is stored by our school. By completing the school admissions forms, all parents consent to us storing the data securely.

<u>Signature</u> of <u>All</u> Parents/Carers with Legal Responsibility for the Child				Date
<u>Name</u>	<u>Email</u> <sup>+</sup>	<u>Mobile</u> <sup>+</sup>	<u>Signed</u>	

<sup>+</sup>For us to connect parents with some online organisations in the consent table on this form, we require an email address and/or a mobile number (preferably both)