



## Consent Form

All organisations must have a legal basis for processing your personal information or your child's personal data. This legal basis could be a legal obligation, life or death situations, as part of a contract with you or through consent given by you. You can give consent for yourself or your child if they are under the age of 13. If your child is 13 or older then they need to give consent themselves.

The General Data Protection Regulation (GDPR) May 2018 explains that:

- ***Consent must be a freely given, specific, informed and an unambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.***

This form is used to record evidence of your explicit consent to process the following personal data.

The Personal data we wish to process is:

- *Name*
- *Unique Pupil Number*
- *Address*
- *Ethnicity*
- *Language*
- *Nationality*
- *Country of birth*
- *Free School Meals eligibility*
- *Attendance information*
- *Medical Information*
- *Special Educational Needs information*
- *Safeguarding and Child Protection Information*
- *Behaviour and exclusions information*

The will benefit the school and the pupil by:

- *To support pupil learning*
- *Monitor and report on pupil progress*
- *Provide appropriate pastoral care*
- *Assess the quality of our services for all pupils*
- *Comply with the law regarding data sharing – GDPR*
- *To safeguard all pupils*

This personal data will be processed as follows:

Captured: On entry to Reception class or first day of a pupil starting at St Mary's as an in-year admission

Stored:

- Stored electronically on SIMS, CPOMS and as a paper form as appropriate whilst the pupil remains at St Mary's Primary School.
- SEND information on pupils may be kept from the pupil's date of birth + 25 years.

Shared with:

- Schools that the pupil attends after leaving us
- Our Local Authority
- The Department for Education (DFE)
- NHS and school nurses
- Educational software companies to support pupils learning such as – Earwig, 2 Simple and IDL.
- Electronic mail platforms
- Online cloud storage solutions
- Burnley Football in the Community as part of our Sports Premium and coaching support.

Disposed of:

- Once the child leaves St Mary's Primary School pupil records will be disposed of securely for paper based information.
- Data stored on SIMS is kept on their system storage for an infinite time at present.
- All data will be disposed of by shredding.
- If a pupil leaves to go to another school the pupil information will be transferred with them, at which point St Mary's Primary School will dispose of the information.

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**I give my consent for St Mary's CE Primary School to process my personal information as detailed above and I understand that I can withdraw my consent at any time by contacting the school and requesting that they no longer process this personal information unless there is a legal obligation to do so.**

Name:	
Address:	
Phone:	
Email:	
Signed:	
Date:	