



New Starter Information Booklet

Important Information for Students, Parents, Guardians and Carers joining All Saints' Catholic Voluntary Academy.

PLEASE READ FULLLY

then

RETAIN FOR YOUR FUTURE REFERENCE

Version February 2023

**All Saints' Catholic Voluntary Academy
Broomhill Lane
Mansfield
NG19 6BW**



INFORMATION FOR NEW STARTERS

- **UNIFORMS**
- **BUSES**
- **MEALS**
- **COMMUNICATION**

UNIFORMS

School Uniform and PE requirements

Details of uniform requirements can be found on the school web page "Uniform" within the "PARENTS" section.

Local uniform/PE kit suppliers

Much of the uniform can be bought from general clothing retailers. Items such as ties and blazers that are less readily available can be bought from Crystal Knitwear and The Schoolwear Centre. Prices and availability may vary.

Crystal Knitwear Richmond House, Pelham Street Mansfield NG18 2EY https://crystalschoolwearonline.co.uk	The Schoolwear Centre 69a, West Gate Mansfield NG18 1RU https://www.schoolwearsolutions.com
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BUSES and BUS PASSES

School buses

These are commissioned by "Nottinghamshire County Council" and operated by the commercial bus companies. "All Saints Catholic Voluntary Academy" does not have any direct control over these buses.

The following routes are operating, currently and provide a service to/from, "All Saints' Catholic Voluntary Academy". Please note that the exact routes, timings etc may change in September each year when the council align the routes to student bus pass applications. If you are planning to use the school bus service please apply for a pass as soon as your child's place at All Saints is confirmed.

- 213 – Gateford, Worksop, Warsop, Spion Kop
- 214 – Langold, Worksop, Welbeck, Cuckney
- 215 – Bilsthorpe, Edwinstowe, Woodhouse
- 217 – Kirkby, Huthwaite, Sutton, Skegby
- 219 – Annesley, Kirkby, Sutton, Skegby
- 221 – Fardon, Newark, Kelham, Hockerton, Kirklington
- 224 – Ravenshead, Blidworth, Rainworth

A full list of all routes and timetables and prices (typically £3-4 return) can be found online at <https://www.nottinghamshire.gov.uk/transport/public-transport/school-bus-timetables>

Or on the school web site on the "school transport" page with, "PARENTS"

Please be aware that the routes, as displayed on the school web site, may not be updated until mid-September. The council's web site is likely to be more accurate during August and early September.

Bus Stop Information

If you need additional information on bus stops and times please liaise with the appropriate bus company.

Public Buses

These are run on a commercial basis, most operators offer single, daily, weekly, monthly tickets. Some also offer term time only and/or student tickets too. Please contact the appropriate bus company direct.

A list of bus operators, telephone numbers and links to their web sites can be found at

<https://www.nottinghamshire.gov.uk/transport/public-transport/bus-operators>

Note: Where the bus is only being used for travel to/from school there may be benefit in considering how often the ticket will be used. For example: buying a monthly ticket when there are only 2 weeks of the school term remaining might not offer the best value for money.

SCHOOL and SUBSIDISED BUS PASS APPLICATIONS – IMPORTANT – APPLY EARLY

Information on how and where to apply for bus passes is on the next page. It is important to apply early in order to receive your pass before the start of the September term. We recommend you apply as soon as your child's place at All Saints' is confirmed. If you delay your application until July, or after, the pass may not arrive until after the school term has started.

This is especially true for applications made on a faith basis. These applications have to be individually approved by the school and they are not processed when the school is closed.

School Bus Prices and Passes

Prices for daily travel on school buses are published on the council web site

<https://www.nottinghamshire.gov.uk/transport/public-transport/school-bus-timetables>

Prices for school bus passes vary according to individual circumstances. They range between £366 and £574.20 per academic year. More information can be found at:

Under16 travel

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-mainstream-travel-assistance/pay-for-under-16-travel-assistance>

Over 16 Travel

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/post-16-mainstream-travel-assistance>

Details of school support for 6th form travel costs can be found at:

<https://www.allsaints.notts.sch.uk/sixthform/student-information/travel/>

Council Subsidised/Free Bus Passes

In some situations free or subsidised travel may be available for students who are under 16 year of age. There are strict rules defining eligibility. These can be found on the council web site at:

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-mainstream-travel-assistance>

Please take time to read the full rules that are detailed within the transport policy available via the same page.

Applications for bus passes should be made via for via Nottinghamshire County Council's (NCC) web site's assisted travel portal

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/post-16-mainstream-travel-assistance/apply-for-post-16-travel-assistance>

Pay for Bus Passes

Those not eligible for assisted travel have the option to buy a season pass from the council. Cost, as at October 2022, is between £366 and £574.20, dependent on individual circumstances, for each academic year. Passes can be purchased on term by term basis but the overall annual cost increases.

More information at:

<https://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-mainstream-travel-assistance/pay-for-under-16-travel-assistance>

SCHOOL MEALS

School catering is provided by Aspen's Catering Services. A selection of food and drink is available before school starts, mid-morning and at lunch time.

Breakfast: before school starts includes toast, pastries and fruit before school starts.

Mid-Morning: pizza, sausage/bacon cobs, waffles, pancakes plus a selection of sandwiches, cakes and cookies and on occasions chicken wings

Lunch: much of the mid-morning options remain available, complemented by pasta from 4ork, panini and a range of freshly cooked hot and cold cooked meals.

Drinks: include flavoured water, fruit juices and our ever-popular slush (made from real fruit, with no added sugar and counts as one of your child's 5 fruit/veg a day)

Meal Deal: Our lunch time meal deal gives a main course plus a biscuit or (dessert/water) at a reduced price

More information can be found on the "School Meals" page within "PARENTS" on the school website.

CASHLESS CATERING

We run a cashless catering system in school. Each student is offered an online "IRIS PlusPay" account that they, their parents and for those eligible for free school meals, the council/school, can add money to. Payment for food and drinks is made by the student authorising the cost to be deducted from their "IRIS PlusPay" account balance by swiping their finger print or typing a pin number. Students can also add cash to their accounts via machines in school.

FREE SCHOOL MEALS (FSM)

Parents on low income may be entitled to Free School Meals. Applications for FSM at All Saints' are processed by Derbyshire County Council. Information on FSM entitlement is not transferred between Nottinghamshire County Council and Derbyshire County Council. **This means that if your child is currently getting FSM through an application made to Nottinghamshire County Council you need to re-apply via Derbyshire County Council. If you do not your entitlement may end.**

Applications for Free School meals are made via the Derbyshire County Council Website.

NB: Select Nottinghamshire and "All Saints Catholic Voluntary Academy", Postcode: NG19 6BW

<https://www.derbyshire.gov.uk/education/schools/your-child-at-school/meals/school-meals/free-school-meals.aspx>

Note:

Our cashless catering payment system operates in the same way for all students. The only difference being that for those students entitled to FSM, the value of a "meal deal" is automatically added to the student's catering account each morning. The money is added circa 11am, for students to spend as they wish. For example, a "meal deal" at lunch time or snacks to compliment food brought from home. If any of their daily allowance is not spent, the money left is removed from the student's account in the afternoon. Parents/Students can add additional monies to their account to allow additional food/drinks to be bought (see cashless catering above) This money remains in the student's account until spent.

COMMUNICATING AND PROVIDING INFORMATION FOR PARENTS

Our main method of communicating general information and updates to parents is through the "Abor" management information system. We also use email, letters and telephone to contact parents/guardians/carers about issues that are student specific; that is to say, they affect one student rather than several.

"Abor" is the main management information system used by the school. It includes, Student, Parental and Emergency contact information, consent preferences and information on timetables, attendance, behaviour, achievements and exams. "IRIS Plus Pay" within "MyEd" is used for taking payments, eg the cashless catering system and trips. A further app, Go4Schools, provides information on the student's academic process.

These apps can be accessed by computers via the appropriate website and/or mobile phone and tablet "apps". The "app" versions can be downloaded from the Google Play Store and/or the Apple Store. Abor registration is usually offered once the students place has been offered, the other apps, once the student is enrolled in school. Installation and access guidance can be found on the school website on the "Parental Engagement Contact" page under "PARENTS"



Data Protection, Privacy and Consent Information

FOR PUPILS/PARENTS/GUADIANS/CARERS - VERSION DECEMBER 2022

During your child's time with us, we need to process information relating to you and your child. Much of this processing is required by law. For the areas not covered by law we need to obtain consent. The information collected through our consent process is used by the school to help keep your child safe and ensure we know your wishes, when we process information about your child.

We use "Abor, an online management information system, to collect most of the parent/guardian/carer consent information but Biometrics Consent and Opt Out information is collated via hard copy forms. In some situations, we may collate all the consent and opt out information via hard copy forms. When the right to give consent passes from the parent/guardian/carer to the students we use hard copy forms to gather the updated information. Subsequent changes to any area of consent needs to be made in writing to the school by hard copy or email. We do not accept changes from parents once the right to consent has passed to the student.

This booklet contains background information that underpins both the hard copy consent forms and the online Abor consent fields. Please read all of the following pages before providing any consents.

PLEASE READ ALL THE INFORMATION WITHIN THIS SECTION BEFORE SUBMITTING ANY CONSENTS ON ABOR AND RETAIN THE FULL PACK FOR FUTURE REFERENCE

**All Saints' Catholic Voluntary Academy
Broomhill Lane
Mansfield
NG19 6BW**

PARENT / CARER PRIVACY NOTICE

Policy Statement

We are All Saints' Catholic Voluntary Academy, part of the Our Lady of Lourdes Catholic Multi-Academy Trust. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the Academy. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the Academy/School site
- your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, religious or similar beliefs, information about health. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the Academy/School and when you attend the Academy/School site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance and progress of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies (including the police)
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your family

2. Where the law otherwise allows us to process the personal data as part of our functions as an Academy/School/Trust, or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to the Academy/School/Trust to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you to the Academy/School/Trust
 - To ensure the safety of individuals on the Academy/School/Trust site
 - To aid in the prevention and detection of crime on the Academy/School/Trust site
3. Where we otherwise have your consent
Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the Academy/School/Trust site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers, to enable payments to be made by you to the Academy/School/Trust

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit:

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

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Nottingham City Council or Nottinghamshire County Council's local authority's data sharing process, please visit:

<https://www.nottinghamcity.gov.uk>

<https://www.nottinghamshire.gov.uk>

<https://www.derbyshire.gov.uk/home.aspx>

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

The law does not oblige the Academy/School/Trust to comply with all requests. If the Academy does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that, in the first instance, you contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

Sept 2021

PUPIL PRIVACY NOTICE

Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/carers and ask them to contact the school. The school wants you to feel free to raise any questions at all.

There is also a person called the GDPR Lead at the school and a Data Protection Officer (DPO) at the Trust. They can answer any questions you have about what the school does with your information. If you or your parents/carers want to speak to them, they can be contacted at:

GDPR Officer Jane Ellis-Laycock ellis-laycock.j@allsaints.notts.sch.uk

or

[DPO Karen Rich dpo@ololcatholicmat.co.uk]

Policy Statement

We are All Saints' Catholic Academy, part of the Our Lady of Lourdes Catholic Multi-Academy Trust. During your time with us, we will use information that we gather in relation to you for various purposes.

Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number/ Unique learner number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs*	• Attendance information	• CCTV images
• Services Children ○ (if applicable)	• Post-16 Information such as UCAS references and Bursary details (if applicable)	

***Photographs** – Schools may take individual photographs of you to be used on their Management Information System and registers for safeguarding purposes. These photographs will be taken by external photographers and may be made available to you/parents/carers to purchase. Photographs may also be taken of class/year groups and of normal school activities which may be used for internal displays within the school.

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

• Racial or ethnic origin	• Religious beliefs	• Gender
• Medical / Health information / Dietary requirements		• Biometric data
• Information relating to keeping you safe	• Special educational needs and disability information	

Where do we get this information from?

We get this information from:

- You
- Your parents/carers
- Teachers and other staff
- People from other organisations, such as doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure (providing appropriate pastoral care, including support with the safeguarding agenda)
- To deal with emergencies involving you
- To celebrate your achievements
- To comply with the law regarding data sharing
- To monitor and report on your progress and provide additional information to your parents/carers
- To facilitate school transport and trips

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper etc. Before we do these things we will ask you or if necessary your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school. For further details, please see our Retention & Destruction Policy.

Who will we share pupil information with?

We may share information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes (*Children's Act/Education Act/Education Regulations*)
- The Department for Education and/ or Education Skills Funding Agency as required by the law (*We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.*
To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census), go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>
To find out more about the National Pupil Database (NPD), go to <https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information>
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- Assessment bodies, for example Examination Boards and Testing Agencies
- Public Health Bodies when mandated to do so

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Ensuring that only authorised people have access to it
- It is transmitted in a safe and secure manner
- Ensuring we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this, you should contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

The Academy/School/Trust does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data, then you can contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

Or, if necessary, you/your parents/carers can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.



Data Protection Policy

July 2021

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Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
 - Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion and support for the most vulnerable in our society

Proverbs 25:9

Argue your case with your neighbour himself, and do not reveal another's secret.

1 Policy statement

- 1.1 Everyone has rights with regard to the way in which their **personal data** is handled. During the course of our activities as a Trust, we will collect, store and **process personal data** about our pupils, **workforce**, parents and others. This makes us a **data controller** in relation to that **personal data**. As Data Controllers, we are registered with the ICO, as is legally required.
- 1.2 We are committed to the protection of all **personal data** and **special category personal data** for which we are the **data controller**.
- 1.3 The law imposes significant fines for failing to lawfully **process** and safeguard **personal data** and failure to comply with this policy may result in those fines being applied.
- 1.4 All members of our **workforce** must comply with this policy when **processing personal data** on our behalf. Any breach of this policy may result in disciplinary or other action.

2 About this policy

- 2.1 The types of **personal data** that we may be required to handle include information about pupils, parents, our **workforce**, and others that we deal with. The **personal data** which we hold is subject to certain legal safeguards specified in the UK General Data Protection Regulation ('**UK GDPR**'), the [Data Protection Act 2018], and other regulations (together '**Data Protection Legislation**').
- 2.2 This policy and any other documents referred to in it set out the basis on which we will **process** any **personal data** we collect from **data subjects**, or that is provided to us by **data subjects** or other sources.
- 2.3 This policy does not form part of any employee's contract of employment and may be amended at any time.
- 2.4 This policy sets out rules on data protection and the legal conditions that must be satisfied when we process **personal data**.

3 Definition of data protection terms

- 3.1 All defined terms in this policy are indicated in **bold** text, and a list of definitions is included in the Annex to this policy.

4 Data Protection Officer

- 4.1 As a Trust we are required to appoint a Data Protection Officer ("DPO"). Our DPO is Mrs Karen Rich, and they can be contacted at DPO@ololcatholicmat.co.uk.
- 4.2 The DPO is responsible for ensuring compliance with the Data Protection Legislation and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the School GDPR Lead and then the DPO. The School GDPR Lead is: Mrs. Jane Ellis-Laycock and she can be contacted at ellis-laycock.j@allsaints.notts.sch.uk.

- 4.3 The School GDPR Lead or DPO is also the central point of contact for all **data subjects** and others in relation to matters of data protection.

5 Data protection principles

- 5.1 Anyone **processing personal data** must comply with the data protection principles. These provide that **personal data** must be:
- 5.1.1 Processed lawfully, fairly and in a transparent manner.
 - 5.1.2 Only collected for specified, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.
 - 5.1.3 Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
 - 5.1.4 Accurate and, where necessary, kept up-to-date, and that reasonable steps are taken to ensure inaccurate information is rectified or erased.
 - 5.1.5 Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
 - 5.1.6 Processed in a manner that ensures appropriate security of the information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- 5.2 **Personal Data** must also:
- 5.2.1 be **processed** in line with **data subjects'** rights;
 - 5.2.2 not be transferred to people or organisations situated in other countries without adequate protection.
- 5.3 We will comply with these principles in relation to any **processing of personal data** by the Trust.

6 Fair and lawful processing

- 6.1 Data Protection Legislation is not intended to prevent the **processing of personal data**, but to ensure that it is done fairly and without adversely affecting the rights of the **data subject**.
- 6.2 For **personal data** to be **processed** fairly, **data subjects** must be made aware:
- 6.2.1 that the **personal data** is being **processed**;
 - 6.2.2 why the **personal data** is being **processed**;
 - 6.2.3 what the lawful basis is for that **processing** (see below);
 - 6.2.4 whether the **personal data** will be shared, and if so with whom;

- 6.2.5 the period for which the **personal data** will be held;
 - 6.2.6 the existence of the **data subject's** rights in relation to the **processing** of that **personal data**; and
 - 6.2.7 the right of the **data subject** to raise a complaint with the Information Commissioner's Office in relation to any **processing**.
- 6.3 We will only obtain such **personal data** as is necessary and relevant to the purpose for which it was gathered, and will ensure that we have a lawful basis for any **processing**.
- 6.4 For **personal data** to be **processed** lawfully, it must be **processed** on the basis of one of the legal grounds set out in the Data Protection Legislation. We will normally **process personal data** under the following legal grounds:
- 6.4.1 where the **processing** is necessary for the performance of a contract between us and the **data subject**, such as an employment contract;
 - 6.4.2 where the **processing** is necessary to comply with a legal obligation that we are subject to, (e.g. the Education Act 2011);
 - 6.4.3 where the law otherwise allows us to **process the personal data** or we are carrying out a task in the public interest; and
 - 6.4.4 where none of the above apply then we will seek the consent of the **data subject** to the **processing** of their **personal data**.
- 6.5 When **special category personal data** is being processed then an additional legal ground must apply to that processing. We will normally only **process special category personal data** under following legal grounds:
- 6.5.1 where the **processing** is necessary for employment law purposes, for example in relation to sickness absence;
 - 6.5.2 where the **processing** is necessary for reasons of substantial public interest, for example for the purposes of equality of opportunity and treatment;
 - 6.5.3 where the **processing** is necessary for health or social care purposes, for example in relation to pupils with medical conditions or disabilities; and
 - 6.5.4 where none of the above apply then we will seek the consent of the **data subject** to the **processing** of their **special category personal data**.
- 6.6 We will inform **data subjects** of the above matters by way of appropriate privacy notices which shall be provided to them when we collect the data or as soon as possible thereafter, unless we have already provided this information such as at the time when a pupil joins us.
- 6.7 If any **data user** is in doubt as to whether they can use any **personal data** for any purpose, then they must contact the DPO before doing so.

Vital Interests

- 6.8 There may be circumstances where it is considered necessary to **process personal data** or **special category personal data** in order to protect the vital interests of a **data subject**. This might include medical emergencies where the **data subject** is not in a position to give consent to the **processing**. We believe that this will only occur in very specific and limited circumstances. In such circumstances we would usually seek to consult with the DPO in advance, although there may be emergency situations where this does not occur.

Consent

- 6.9 Where none of the other bases for **processing** set out above apply then the school must seek the consent of the **data subject** before **processing** any **personal data** for any purpose.
- 6.10 There are strict legal requirements in relation to the form of consent that must be obtained from **data subjects**.
- 6.11 When pupils and or our Workforce join the Trust a consent form will be required to be completed in relation to them. This consent form deals with the taking and use of photographs and videos of them, amongst other things. Where appropriate third parties may also be required to complete a consent form.
- 6.12 In relation to all pupils under the age of 12 years old (prior to Yr8) we will seek consent from an individual with parental responsibility for that pupil.
- 6.13 We will generally seek consent directly from a pupil who has reached the age of 12 years old (from Yr8 onwards), however we recognise that this may not be appropriate in certain circumstances and therefore may be required to seek consent from an individual with parental responsibility.
- 6.14 If consent is required for any other **processing** of **personal data** of any **data subject**, then the form of this consent must:
- 6.14.1 Inform the **data subject** of exactly what we intend to do with their **personal data**;
 - 6.14.2 Require them to positively confirm that they consent – we cannot ask them to opt-out rather than opt-in; and
 - 6.14.3 Inform the **data subject** of how they can withdraw their consent.
- 6.15 Any consent must be freely given, which means that we cannot make the provision of any goods or services or other matter conditional on a **data subject** giving their consent.
- 6.16 The DPO must always be consulted in relation to any consent form before consent is obtained.
- 6.17 A record must always be kept in the school of any consent, including how it was obtained and when.

7 Processing for limited purposes

- 7.1 In the course of our activities as a Trust, we may collect and **process** the **personal data** set out in our Schedule of Processing Activities. This may include **personal data** we receive directly from a **data subject** (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and **personal data** we receive from other sources (including, for example, local authorities, other schools, parents, other pupils or members of our **workforce**).
- 7.2 We will only **process personal data** for the specific purposes set out in our Schedule of Processing Activities or for any other purposes specifically permitted by Data Protection Legislation or for which specific consent has been provided by the data subject.

8 Notifying data subjects

- 8.1 If we collect **personal data** directly from **data subjects**, we will inform them about:
- 8.1.1 our identity and contact details as **Data Controller** and those of the DPO;
 - 8.1.2 the purpose or purposes and legal basis for which we intend to **process** that **personal data**;
 - 8.1.3 the types of third parties, if any, with which we will share or to which we will disclose that **personal data**;
 - 8.1.4 whether the **personal data** will be transferred outside the European Economic Area ('**EEA**') and if so the safeguards in place;
 - 8.1.5 the period for which their **personal data** will be stored, by reference to our Retention and Destruction Schedule.
 - 8.1.6 the existence of any automated decision making in the **processing** of the **personal data** along with the significance and envisaged consequences of the **processing** and the right to object to such decision making; and
 - 8.1.7 the rights of the **data subject** to object to or limit processing, request information, request deletion of information or lodge a complaint with the ICO.
- 8.2 Unless we have already informed **data subjects** that we will be obtaining information about them from third parties (for example in our privacy notices), then if we receive **personal data** about a **data subject** from other sources, we will provide the **data subject** with the above information as soon as possible thereafter, informing them of where the **personal data** was obtained from.

9 Adequate, relevant and non-excessive processing

- 9.1 We will only collect **personal data** to the extent that it is required for the specific purpose notified to the **data subject**, unless otherwise permitted by Data Protection Legislation.

10 **Accurate data**

- 10.1 We will ensure that **personal data** we hold is accurate and kept up to date.
- 10.2 We will take reasonable steps to destroy or amend inaccurate or out-of-date data.
- 10.3 **Data subjects** have a right to have any inaccurate **personal data** rectified. See further below in relation to the exercise of this right.

11 **Timely processing**

- 11.1 We will not keep **personal data** longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all **personal data** which is no longer required.

12 **Processing in line with data subject's rights**

- 12.1 We will **process** all **personal data** in line with **data subjects'** rights, in particular their right to:
- 12.1.1 request access to any **personal data** we hold about them;
 - 12.1.2 object to the **processing** of their **personal data**, including the right to object to direct marketing;
 - 12.1.3 have inaccurate or incomplete **personal data** about them rectified;
 - 12.1.4 restrict **processing** of their **personal data**;
 - 12.1.5 have **personal data** we hold about them erased
 - 12.1.6 have their **personal data** transferred; and
 - 12.1.7 object to the making of decisions about them by automated means.

The Right of Access to Personal Data

- 12.2 **Data subjects** may request access to all **personal data** we hold about them. Such requests will be considered in line with the school's Subject Access Request Procedure.

The Right to Object

- 12.3 In certain circumstances **data subjects** may object to us **processing** their **personal data**. This right may be exercised in relation to **processing** that

we are undertaking on the basis of a legitimate interest or in pursuit of a statutory function or task carried out in the public interest.

- 12.4 An objection to **processing** does not have to be complied with where the school can demonstrate compelling legitimate grounds which override the rights of the **data subject**.
- 12.5 Such considerations are complex and must always be referred to the DPO upon receipt of the request to exercise this right.
- 12.6 In respect of direct marketing any objection to **processing** must be complied with.
- 12.7 The Trust is not however obliged to comply with a request where the **personal data** is required in relation to any claim or legal proceedings.

The Right to Rectification

- 12.8 If a **data subject** informs the Trust that **personal data** held about them by the Trust is inaccurate or incomplete, then we will consider that request and provide a response within one month.
- 12.9 If we consider the issue to be too complex to resolve within that period, then we may extend the response period by a further two months. If this is necessary, then we will inform the **data subject** within one month of their request that this is the case.
- 12.10 We may determine that any changes proposed by the **data subject** should not be made. If this is the case, then we will explain to the **data subject** why this is the case. In those circumstances we will inform the **data subject** of their right to complain to the Information Commissioner's Office at the time that we inform them of our decision in relation to their request.

The Right to Restrict Processing

- 12.11 **Data subjects** have a right to "block" or suppress the **processing** of **personal data**. This means that the Trust can continue to hold the **personal data** but not do anything else with it.
- 12.12 The Trust must restrict the **processing** of **personal data**:
 - 12.12.1 Where it is in the process of considering a request for **personal data** to be rectified (see above);
 - 12.12.2 Where the Trust is in the process of considering an objection to processing by a **data subject**;
 - 12.12.3 Where the **processing** is unlawful but the **data subject** has asked the Trust not to delete the **personal data**; and
 - 12.12.4 Where the Trust no longer needs the **personal data** but the **data subject** has asked the Trust not to delete the **personal data** because they need it in relation to a legal claim, including any potential claim against the Trust.

- 12.13 If the Trust has shared the relevant **personal data** with any other organisation then we will contact those organisations to inform them of any restriction, unless this proves impossible or involves a disproportionate effort.
- 12.14 The DPO must be consulted in relation to requests under this right.

The Right to Be Forgotten

- 12.15 **Data subjects** have a right to have **personal data** about them held by the Trust erased only in the following circumstances:
- 12.15.1 Where the **personal data** is no longer necessary for the purpose for which it was originally collected;
 - 12.15.2 When a **data subject** withdraws consent – which will apply only where the Trust is relying on the individuals consent to the **processing** in the first place;
 - 12.15.3 When a **data subject** objects to the **processing** and there is no overriding legitimate interest to continue that **processing** – see above in relation to the right to object;
 - 12.15.4 Where the **processing** of the **personal data** is otherwise unlawful;
 - 12.15.5 When it is necessary to erase the **personal data** to comply with a legal obligation; and
- 12.16 The Trust is not required to comply with a request by a **data subject** to erase their **personal data** if the **processing** is taking place:
- 12.16.1 To exercise the right of freedom of expression or information;
 - 12.16.2 To comply with a legal obligation for the performance of a task in the public interest or in accordance with the law;
 - 12.16.3 For public health purposes in the public interest;
 - 12.16.4 For archiving purposes in the public interest, research or statistical purposes; or
 - 12.16.5 In relation to a legal claim.
- 12.17 If the Trust has shared the relevant personal data with any other organisation then we will contact those organisations to inform them of any erasure, unless this proves impossible or involves a disproportionate effort.
- 12.18 The DPO must be consulted in relation to requests under this right.

Right to Data Portability

12.19 In limited circumstances a **data subject** has a right to receive their **personal data** in a machine-readable format, and to have this transferred to other organisation.

12.20 If such a request is made, then the DPO must be consulted.

13 Data Security

13.1 We will take appropriate security measures against unlawful or unauthorised processing of **personal data**, and against the accidental loss of, or damage to, **personal data**.

13.2 We will put in place procedures and technologies to maintain the security of all **personal data** from the point of collection to the point of destruction.

13.3 Security procedures include:

13.3.1 **Entry controls.** Any stranger seen in entry-controlled areas should be reported to the Headteacher/Principal of the school.

13.3.2 **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)

13.3.3 **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required. IT assets must be disposed of in accordance with the Information Commissioner's Office guidance on the disposal of IT assets.

13.3.4 **Equipment.** Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off or lock their PC when it is left unattended.

13.3.5 **Working away from the school premises – paper documents.** Wherever possible, employees should avoid taking paper documents containing **personal data** away from the Trust/school premises.

13.3.6 **Working away from the school premises – electronic working.** Where possible, confidential data should be accessed via Trust owned devices, however, there may be occasions where the [CEO/Trust IT Director/Headteacher] may authorise use of personal devices such as reviewing email on a personal phone. Where this is authorised, the Trust/School will enforce security measures on the device, or on the access (for example, multi-factor authentication, PIN code and encryption requirements on mobile device, selective wipe of email). This is to ensure that data remains secure.

To supplement this, any data transfer must occur within Trust owned systems – for example, but not limited to, use of Office 365/Google Workspace. Trust data must not be transferred using personal services or personal email. Where confidential data is accessed on a Trust owned device, this may also include access to onsite via Virtual Private Network. As a last resort, Encrypted USB sticks may be used

to transfer confidential data, however all other avenues of data transfer must be exhausted before use and any confidential information should be removed as soon as practicable.

13.3.7 **Document printing.** Documents containing **personal data** must be collected immediately from printers and not left on photocopiers and where possible, print release should be used to ensure documents do not print until you are at the printing location.

13.4 Any member of staff found to be in breach of the above security measures may be subject to disciplinary action.

14 Data Protection Impact Assessments

14.1 The Trust takes data protection very seriously and will consider and comply with the requirements of Data Protection Legislation in relation to all of its activities whenever these involve the use of personal data, in accordance with the principles of data protection by design and default.

14.2 In certain circumstances the law requires us to carry out detailed assessments of proposed **processing** whenever the processing of personal data is *'likely to result in a high risk to the rights of natural persons (data subjects)'* because of the types of data we will be **processing** or the way that we intend to do so.

[The ICO requires the undertaking of a DPIA if you plan to use Profiling, use Auto decision-making, do Large-scale processing, use Systematic monitoring (CCTV for example), do Special Category data processing, use New Technologies (Biometrics for example), process data relating to Vulnerable subjects, process data that could result in a risk of harm in the event of a security breach]

14.3 The School & Trust will liaise to complete an assessment of any such proposed **processing** and has a template document which ensures that all relevant matters are considered.

14.4 The DPO should always be consulted as to whether a data protection impact assessment is required, and if so how to undertake that assessment.

15 Disclosure and sharing of personal information

15.1 We may share **personal data** that we hold about **data subjects**, and without their consent, with other organisations. Such organisations include the Department for Education, [and / or Education and Skills Funding Agency "ESFA"], Ofsted, health authorities and professionals, the Local Authority, examination bodies, other schools, and other organisations where we have a lawful basis for doing so.

15.2 The School/Trust will inform **data subjects** of any sharing of their **personal data** unless we are not legally required to do so, for example where **personal data** is shared with the police in the investigation of a criminal offence.

15.3 In some circumstances we will not share safeguarding information. Please refer to our Child Protection Policy.

15.4 Further detail is provided in our Schedule of Processing Activities.

16 Data Processors

16.1 We contract with various organisations who provide services to the Trust, including:

16.1.1 Payroll Systems – to enable us to pay our employees.

16.1.2 Parent payment systems – to enable parents to pay for school meals, trips and/or uniforms.

16.1.3 Pupil Assessment systems – to support us with the tracking and monitoring of pupil achievement.

16.1.4 Communication systems – to enable us to effectively communicate with parent and pupils via email and text.

16.1.5 School meal providers – to support with the provision and payment for school meals.

16.1.6 Photographers – to enable us to store pupil photographs for safeguarding purposes

16.1.7 HR Systems – for the effective management of all aspects of staff management.

In order that these services can be provided effectively we are required to transfer **personal data** of **data subjects** to these **data processors**.

16.2 **Personal data** will only be transferred to a **data processor** if they agree to comply with our procedures and policies in relation to data security, or if they put in place adequate measures themselves to the satisfaction of the Trust. The Trust will always undertake due diligence of any **data processor** before transferring the **personal data** of **data subjects** to them.

16.3 Contracts with **data processors** will comply with Data Protection Legislation and contain explicit obligations on the **data processor** to ensure compliance with the Data Protection Legislation, and compliance with the rights of **Data Subjects**.

17 Images and Videos

17.1 Parents and others attending Trust events are allowed to take photographs and videos of those events for domestic purposes. For example, parents can take video recordings of a school performance involving their child. The Trust does not prohibit this as a matter of policy.

17.2 The Trust does not however agree to any such photographs or videos being used for any other purpose, but acknowledges that such matters are, for the most part, outside of the ability of the Trust to prevent.

17.3 The Trust asks that parents and others do not post any images or videos which include any child other than their own child on any social media or otherwise publish those images or videos.

17.4 As a Trust we want to celebrate the achievements of our pupils and therefore may want to use images and videos of our pupils within promotional materials, or for publication in the media such as local, or even national, newspapers

covering school events or achievements. We will seek the consent of pupils, and their parents where appropriate, before allowing the use of images or videos of pupils for such purposes.

- 17.5 Whenever a pupil begins their attendance within the Trust, they, or their parent where appropriate, will be asked to complete a consent form in relation to the use of images and videos of that pupil. We will not use images or videos of pupils for any purpose where we do not have consent.

18 **CCTV**

- 18.1 CCTV systems operate within some Trust schools. Please refer to the school's CCTV Policy.

19 **Biometric Data**

- 19.1 Biometric systems operate within some Trust schools. Please refer to the school's Biometrics Policy.

20 **Response to COVID-19**

- 20.1 In response to COVID-19, The Trust and Schools are obligated to follow Government advice and guidance. Please see the NHS Test & Trace Privacy Notice available on School/Trust Website.

21 **Remote Learning / Remote Working**

- 21.1 In response to COVID-19, The Trust and Schools have put in place Remote Learning/Remote Working Protocols with Staff and Students also signing up to adhere to IT Security via an ICT Acceptable Use Policy. Please contact your school to obtain a copy of the protocol &/or Usage Policy.

22 **Changes to this policy**

We may change this policy at any time. Where appropriate, we will notify **data subjects** of those changes.

Date Issued	Jan 2020 (review every 2 years)
Reviewed on	July 2021
Next Review Date	July 2023
Reviewer	Audit & Risk Committee / OLoL Executive Board
Author	Browne Jacobson template – edited by Karen Rich

ANNEX

DEFINITIONS

Term	Definition
Data	is information which is stored electronically, on a computer, or in certain paper-based filing systems
Data Subjects	for the purpose of this policy include all living individuals about whom we hold personal data. This includes pupils, our workforce, staff, and other individuals. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information
Personal Data	means any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
Data Controllers	are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with Data Protection Legislation. We are the data controller of all personal data used in our business for our own commercial purposes
Data Users	are those of our workforce (including Governors and volunteers) whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times
Data Processors	include any person or organisation that is not a data user that processes personal data on our behalf and on our instructions
Processing	is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing also includes transferring personal data to third parties
Special Category Personal Data	includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or biometric data
Workforce	Includes, any individual employed by Trust such as staff and those who volunteer in any capacity including Governors [and/or Trustees / Members/ parent helpers]

★ CONSENT FORM – PUPIL PERSONAL DATA

During your [a pupil's] time with us, as a Trust/School, we will gather information about you [them] which we will use for various purposes. A Privacy Notice has been provided to you [them] in relation to the use of this information, which is also available on the school website:

<https://www.allsaints.notts.sch.uk/information/gdpr>

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your [your child's] place at the Trust/School. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that as a Trust/School we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you [your child]. We assure you that as a Trust/School we take very seriously the issue of potential misuse of photographs and videos of our pupils. We ensure that we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions. These controls include:

- Standard Code for School Uniform (ensuring pupils are dressed correctly)
- Data Protection Policy
- CCTV Policy
- IT Security Policy & Usage Policies
- Retention and Destruction Policy/Schedule

Where appropriate consent has been given, the Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

All Saints Catholic Voluntary Academy
GDPR Lead – Jane Ellis-Laycock
Ellis-Laycock.J@allsaints.notts.sch.uk

Or email

DPO Karen Rich dpo@ololcatholicmat.co.uk

This consent will otherwise continue until you [your child] leaves the Trust Company/School [or your child reaches the age of 12/13 years old (enters Yr8) at which point the Trust Company/School will seek consent directly from your child in relation to the above matters.

CONSENT FORM – PUPIL PERSONAL DATA

Celebrating Achievements & Promoting the Trust/School

Across the Trust & School, we are very proud of the achievements of all our pupils, and we want to be able to celebrate these achievements both within the Trust/School and with others. We also look to celebrate, share and further our Catholic identity with members of our families and friends, our Parishes, our Diocese and further afield. To do this we hope to use a wide range of platforms to share information, photos and videos which celebrate, promote and develop our Catholicity.

We may also want to report on significant events which involve our pupils and be able to promote the Trust & School to attract new pupils to show, as a Catholic Education Provider, the quality of the education, social contribution and pastoral provision available.

It is important to us, as a Catholic Trust & School, that we deliver the teaching mission of making Christ known to all people. All of this could involve certain activities such as (including but not limited to) events, work displays etc. features in promotional material including websites, prospectuses, newsletters, sharing on social media (e.g. live streamed Liturgies on YouTube or other platforms and pre-recorded events).

In this regard, I am happy for the Trust/School to use:

(Please indicate **Yes** or **No** for each category below)

Photographs of me [my child]

Yes

No

Videos of me [my child]

My [my child's] **name** with **class name** or **year group**

I am happy for the information selected above to be used for the following:

(Please indicate **Yes/No** for each category below)

Yes

No

On internal screens and/or internal noticeboards which may also be viewed by visitors to the school site

On the Trust/School/Parish websites/intranet (if applicable) (including the Chaplaincy Be Inspirational site – <https://www.beinspirational.co.uk/>)

In the Trust/School/Parish newsletters & prospectuses

On the Trust/School/Parish social media sites (which includes but is not limited to: YouTube, Twitter, Instagram etc) (including the Trust-wide Chaplaincy Be Inspirational site)

In news media (newspapers, websites and television)

When an event, streamed internally within the Trust, is recorded (live-streamed Mass etc)

When Live-streaming (for example live-streamed Mass &/or Liturgies etc, via YouTube or Microsoft Teams Live) where the audience is beyond the Trust, (for example Parents, Grandparents, Parishioners, the Nottingham Roman Catholic Diocesan Education Service) and the stream may be automatically recorded and remain available to view on YouTube etc.]

Provision of Pastoral Care within the Trust/School

It is important that, as a Catholic Trust/School, our pupils are supported not only in school but also more widely in the parish, especially at times of need. So that the Diocese and Catholic support agencies are able to provide that support and pray for the pupils at our school, we need to provide information to them (including full name, date of birth, address, contact details, name/contact details of parent/carer).

In this regard, I am happy for the Trust/School to share my [my child's] personal details with the Diocese and Catholic Support Agencies with provision of pastoral care within the community of the Catholic Church.

Yes

No

Please note, for anyone under the age of 18 years old, written parental consent to the processing of **Biometric data** (such as fingerprints) for cashless catering, lockers &/or other purposes is required. Please refer to the separate **Biometrics** letter and **Parental Response Form** included in this pack and available from the school on request

Student name

Student Date of Birth:

Form completed by (please print name):

Signature:

Date:



CONSENT - VIDEO RECORDING OF LESSONS

To help improve the quality of teaching, learning and assessment within there are occasions when lessons or parts of lessons will be recorded for subsequent review and discussion. This review and discussion is to enable the teaching and senior leadership teams to reflect better on the strengths and developments needs demonstrated by teachers during actual lessons. This review is, in turn, used to inform actions that help deliver ongoing continuous and ongoing, improvements in the quality of teaching, learning and assessment across the whole school.

Participating in the lessons that are recorded means that individual students' faces may be seen, their voices heard and their interactions with teachers and any learning support staff present, discussed.

These recordings are only used to help improve the quality of teaching learning and assessment within All Saints Catholic Voluntary Academy and will not be shared used outside of the school.

They will not be used outside of the school context under any circumstances.

The recordings will be retained until no longer used and the data within processed in line with the school's privacy and data protection policies as published on the school web site under, "Policies and Documents"

Video Recording of Lessons, Teaching, Learning and Assessment Please tick as appropriate	YES	NO
I give consent for the named student to participate in lessons that may be recorded for use in staff training and development. The recordings will not be used outside of the school context.		

Students Name:	Students Date of Birth
Form completed by (please print name):	
Completed by Signature:	Date Form Completed:

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

All Saints' Catholic Academy wishes to use information about your child as part of an automated (i.e., electronically operated) recognition system. This is for the purposes of catering and providing cashless catering services. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to take and use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. We would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with cashless catering services.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e., measurements taken from your child's fingerprint are used to permit your child to access services).

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e., as stated above);
- b) the school must ensure that the information is stored securely;
- c) the school must tell you what it intends to do with the information;
- d) unless the law allows it, the school/college cannot disclose personal information to another person/body – you should note that the only person/body that the school/college wishes to share the information with is the school catering company, Aspens Services Ltd, Ground Floor, Teme House, Whittington Road, Whittington, Worcester, WR5 2RY who have access to the information for the purpose of taking cash less payments for school meals.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. [His/her] objection does not need to be in writing. We would appreciate it if you could discuss this with

your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access cashless catering services.

A reply slip, follows, for parents/carers to please sign, date and return to the school indicating whether you:

a) give consent to the processing of your child's biometric information

or whether you

b) withhold consent.

Please note that, where consent has been given, when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance - This can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools –Advice for proprietors, governing bodies, head teachers, principals and school staff':

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection>

ICO guidance on data protection for education establishments:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/right-of-access/education-data/>

CONSENT FORM - PUPIL BIOMETRIC INFORMATION

Please complete this form to indicate **whether you**

a) give consent to the processing of your child's biometric information,

or, whether you

b) withhold consent

a) Consent GIVEN	Having read guidance provided to me by All Saints' Catholic Voluntary Academy, I GIVE CONSENT to information from the fingerprint of my child to be taken and used by the school as part of an automated biometric recognition system for access to the school's cashless catering system. I understand that I can withdraw this consent at any time in writing.
Name of Student	
Student DOB	
Name of Parent/Carer	
Signature of Parent/Carer	
Date	
Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school/college. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address: All Saints' Catholic Voluntary Academy, Broomhill Lane, Mansfield, Nottinghamshire, NG19 6BW	

b) Consent WITHHELD	Having read guidance provided to me by All Saints' Catholic Voluntary Academy, I DO NOT GIVE CONSENT to information from the fingerprint of my child to be taken and used by the school as part of an automated biometric recognition system for access to the school's cashless catering system. I understand that I can give consent at any time by writing to the school.
Name of Student	
Student DOB	
Name of Parent/Carer	
Signature of Parent/Carer	
Date	
If you wish to change your mind and give consent, you can do this at any time, this must be done so in writing and sent to the school at the following address: All Saints' Catholic Voluntary Academy, Broomhill Lane, Mansfield, Nottinghamshire, NG19 6BW	



GENERAL CONSENT FORM TRIPS and OFF-SITE ACTIVITIES

Written parental consent is not required for the majority of off-site activities offered by the school. Activities that are part of the school's curriculum, local and take place during the normal school day do not require parental consent.

For trips that take place outside of school hours, involve longer travel times or are more, "adventurous", in nature parental consent/permission is needed before the student can take part. Most parents/guardians find it easier to give us blanket permission for these trips and remove the need to complete consent forms for each individual trip. You can give or withdraw this blanket consent by ticking the boxes below, as appropriate. You may update your consent by writing to us at any time.

CONSENT SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES		
Please note the following important information before signing this form: <ul style="list-style-type: none">• The trips and activities covered by this consent include;<ul style="list-style-type: none">○ all visits (including residential trips) which take place during the holidays or a weekend○ adventure activities at any time○ off-site sporting fixtures outside the school day,• The school will send you information about each trip or activity before it takes place.• You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.		
Please tick as appropriate	YES	NO
I agree to my child taking part in sporting/visits/trips/extra-curricular activities (inside and/or outside of school) and acknowledge that these may, on occasions, be outside of normal school hours.		
During any trip, sporting event or offsite activity I agree to my child receiving emergency medical treatment, including anaesthetic and blood transfusion, when considered necessary by the medical authorities present		

Students Name:	Students Date of Birth
Form completed by (please print name):	
Completed by Signature:	Date Form Completed:



OPT OUT

- **YOUTH SUPPORT SERVICES, CAREERS**
- **RELATIONSHIPS and SEX EDUCATION**

We are required by law to follow the national curriculum and share information about students and with other organisations for example, the local authority, youth and careers services providers. (Please see the data protection and privacy policies that are published on the GDPR section of the school web site). This form provides more detailed information and allows parents/carers to notify us of their preferences. Further details You can change your decision, within the time limits detailed below, by notifying the school in writing.

YOUTH SUPPORT SERVICES (YOUR RIGHTS TO WITHDRAW / OPT OUT)		
PROVIDING INFORMATION TO YOUTH SUPPORT SERVICES and CAREERS SERVICES/ADVISORS		
<p>Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England and enables them to provide youth support services and careers advisers to the child in their preparation for the choices they have to make both before they leave school and when they transfer to college, university, training or employment.</p> <p>We must by law provide both the child's and parent's name(s) and address, and any further information relevant to the support services' role.</p> <p>Parents can, however, <u>ask that no information beyond the parents name/s name and address and the child's name, address and date of birth be passed on to the youth services provider.</u> The right to restrict the amount of information shared transfers from the parent/s to the child once the child reaches age 16.</p> <p>Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software. More information about services for young people is on the local authority website.</p>		
I wish to limit the information given to Youth Support Services and Careers Advisors to Names, Addresses and Date of Birth as detailed above	YES	NO

RELATIONSHIPS AND SEX EDUCATION (RSE) (YOUR RIGHTS TO WITHDRAW / OPT OUT)		
<p>Government policy requires us to provide, as part of the personal, social, health and economic curriculum; education on relationships and sex to all students between the ages of 11 and 19. Only those aspects that relate to the science national curriculum are compulsory. Our RSE policies and curriculum can be found on our web site.</p> <p>Parents/carers are entitled to request that their child be withdrawn from relationships and sex education lessons when content is outside of the science national curriculum. Parents/carers can request this withdrawal at any time until 3 terms before the student reaches 16 years of age. After this point the student can reverse parental/carer opt out requests.</p> <p>All our relationships and sex education is delivered sensitively and in keeping within the school's Christian values.</p> <p>If you wish to remove your child from these lessons, please tick the no box below. We will contact you to discuss further and where appropriate, to determine appropriate substitutes for these lessons. Alternatively, you may write to the School's Headmaster to request the same at any time before the time limit detailed above.</p>		
I give consent for my child to participate in all "relationships and sex education" lessons.	YES	NO

Students Name:	Students Date of Birth
Form completed by (please print name):	
Completed by Signature:	Date Form Completed:

OUR LADY OF LOURDES CMAT / ALL SAINTS' - IT ACCEPTABLE USE POLICY FOR STUDENTS

The school computer system provides Internet access to students for learning. This document is designed to protect students and the school by clearly stating what is acceptable and what is not.

The use of school computers and Internet connection must be for educational purposes only.

Students must use their own account and must not give their password to any other person.

- Storage media, such as USB drives, CDs, or portable hard drives, must not be brought into school unless permission has been given.
- Students must respect the work of other pupils or teachers who might also store work in common shared areas on the system. Students should only use shared areas of the system when given permission to do so, otherwise they must store files and data in their own secure area. Files in the shared area will be periodically removed.
- Students are responsible for the email they send and for the contacts they make. Email should be written carefully and politely. Emails may be forwarded and therefore are best regarded as public property. Anonymous messages and chain letters must not be sent.
- Students should report any unpleasant material or messages received. The report will be confidential and will help protect others.
- The use of public chat rooms or instant messaging is not allowed.
- The school ICT systems cannot not be used for private business purposes, personal financial gain, gambling, political purposes or advertising.
- No pupil should attempt to undermine the security of school ICT systems, whoever they belong to.
- Copyright and intellectual property rights must be respected.
- Irresponsible use may result in the loss of Internet access or even account suspension.

The school will monitor the use of its computer systems, including websites visited, emails sent and files stored. The school will take action where it believes unauthorised use of the school's computer system is or may be taking place, or when the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

You must accept these rules when you log onto the school network.

INTERNET and EMAIL

You must:

- Only access websites that are relevant to your school work.
- Respect copyright and trademarks, give credit to anyone whose work you use.
- Check with a member of staff before completing online questionnaires.
- Do not fill out subscription forms unless otherwise stated by a member of staff.
- Ensure that all email messages that you send are not offensive.
- Regularly delete unwanted email messages.

You must not:

- Play or download games from the Internet.
- Download applications from the Internet in any file format.
- Use online chat or web-based email messaging such as Hotmail or Yahoo.
- View offensive content such as pornography, violence, racial or extremist material.
- Use online community websites such as Facebook or Twitter.
- Cyber bully, we have zero tolerance for any such behaviour.
- Use any type of proxy to bypass the network filtering systems.
- Send, access or display offensive messages.

- Send any personal information to anyone, even if you know them.
- Use or send language of an inappropriate nature.
- Open email attachments, even if they are from a reliable source.
- Send messages to group email aliases such as the all student setup.

PRINTING

You must:

- Only print documents that are relevant to your work.

You must not:

- Print excessive copies of documents unless stated by a member of staff.
- Print entire documents where a single sentence is required.

USER AREA

You must:

- Only store files in your area that are relevant to your work
- Delete files that are no longer required
- Keep your user area organised and indexed correctly

You must not:

- Store offensive or prohibited content in your area, including executables
- Store songs/videos in any format unless you have permission from staff

PASSWORDS

You must:

- Ensure that your password is a combination of three random words. However, special characters and / or numbers can be added if you wish
- Ensure that only you know your password. If you, for any reason, suspect that this is not the case, you must report the problem to a teacher or the System Manager.

You must not:

- Log onto the network as anyone else but yourself
- Write your password down where it can be viewed by others.

REMOVABLE STORAGE

You must:

- Ask a member of staff before using any type of removable storage

You must not:

- Plug any type of removable media into the computer's USB ports unless told to
- Use the USB ports on any of the computers to charge your USB device

What will happen if these rules are broken?

- Your user account and/or access to the Internet will be disabled.
- If you repeatedly break the rules, then you could be suspended.
- Parents and senior management will be involved with serious breaches of the rules.

The Police will be involved with any criminal related issues.

All computer use is being monitored and records will be kept of inappropriate computer usage.

Please report all breaches in security to a teacher.

OUR LADY OF LOURDES CMAT / ALL SAINTS' - IT ACCEPTABLE USE POLICY FOR STUDENTS

Pupil Name: (CAPITALS PLEASE)	Form:
<p>Pupil Agreement: I have read and understand the school Student Acceptable Use Policy'.</p> <p>I will use the computer system, email and Internet in a responsible way and obey these rules at all times</p>	
Signed:	Date:

Parent / Carer Name: (CAPITALS PLEASE)	
<p>I have read and understood 'The Student Acceptable Use Policy' and give permission for my son / daughter to access school computers, email and Internet.</p> <p>I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.</p> <p>I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.</p> <p>I agree that the school is not liable for any damages arising from use of the Internet facilities.</p>	
Signed:	Date:

PLEASE RETAIN THIS NEW STARTER INFORMATION BOOKLET FOR FUTURE REFERENCE



New Student Starter Information

The information collected through this form is used to enable us to meet our legal reporting duties, to help keep students safe and to provide information to parents/carers. We process this data to meet our legal and public interest duties. We do not need consent to do this. The information is kept, until students reach 25 years of age, processed in both hard copy and electronic format and shared with other organisations if required by law. Further information can be found within the school's privacy notices that are published on our website.

This is used as a data input form. Please write clearly and notify us, as soon as possible, of any future changes

STUDENT YEAR GROUP ON ADMISSION which year group your child will start in?	
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STUDENT'S BASIC DETAILS	
Legal Forename of child	
Middle Name/s	
Legal Surname of child	
Preferred Forename	
Preferred Surname	
Date of birth	

STUDENT'S CULTURAL INFORMATION			
Country of Birth		Ethnicity	
First Language			
Language Spoken at Home			
Religion - Please ✓	Catholic	C of E	Other
Other Religion - Specify			
Asylum Status - Please ✓	Not Applicable	Refugee	Asylum Seeker

LEGAL/PARENTAL GUADIAN RESPONSIBILITY (in England as defined by HM Government - January 2022)		
<p>Mothers have parental responsibility from birth. Fathers have parental responsibility if married to the mother at time of birth or, from 2003, if their name appears on the birth certificate. Fathers may also have parental responsibility through a parental responsibility agreement/order with the mother or from a court. If the child is adopted, parental responsibility may lie with either or both parents. When parents are married or adopt jointly, responsibility is retained after divorce. Same-sex partners both have responsibility if they were civil-partners at the time of treatment, or a parental responsibility agreement/order is in place that lists both partners. The above rules also apply to children born outside of the UK but now living in England. Legal guardianship may have passed to a third party under a court order.</p>		
	First Legal Guardian	Second Legal Guardian
Name		
Relationship to Student		
Address		
Postcode		
Email messages, updates & use of apps		

COURT ORDERS and/or LEGAL CUSTODY CHANGES

Is there a court order, or similar, in force on this child? Please ✓	YES	NO
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If YES please provide key details below and **provide a copy to enable us to follow its requirements:**

STUDENT ADDRESSES and EMERGENCY CONTACT DETAILS

Please let us know where your child lives and with whom. We send hard copy letters about the student and school to the MAIN HOME address given below. Email updates are sent to those who have parental responsibility and we have email contact information. In the event of emergency, we contact in the order (1, 2, 3, 4) below.

Students MAIN Home Address

This is the student's main home, where they spend most of their time, secondary addresses can be added in the next section of this form.

Students Main Address mailing & contact point			
Postcode			
The student Lives with the following people (primary guardians) at the above address (In the event of emergency/illness/accident/incident we will use emergency contact 1 first)			
Student Lives with:	Name (emergency contact 1)	Relationship to Student	
Primary Guardian 1: parent/carer the student lives with			
Mobile Phone Number:			
Back up Phone Number:		Work Please ✓	Home Please ✓
Email address: for messages/updates/apps			
Authorised to Collect from School Illness or other need to leave school early	YES Please ✓	NO Please ✓	
Student Lives with:	Name (emergency contact 2)	Relationship to Student	
Primary Guardian 2: parent/carer the student lives with			
Mobile Phone Number:			
Back up Phone Number:		Work Please ✓	Home Please ✓
Email address: for messages/updates/apps			
Authorised to Collect From School Illness or other need to leave school early	YES Please ✓	NO Please ✓	

Students SECONDARY Address (only complete this section if it applicable)

If the student stays, on a regular basis, at an address that differs to their main home address, please provide details below

Frequency and Regularity: please provide details of how often and when the student lives at this secondary address

Student's 2nd Address contact point			
Postcode			
The student Lives with the following people (primary guardians) at the above, secondary, address (In the event of emergency/illness/accident/incident we will use emergency contact 3 first)			
Student Lives with:	Name (emergency contact 3)	Relationship to Student	
Primary Guardian 3: parent/carer the student lives with			
Mobile Phone Number:			
Back up Phone Number:		Work Please ✓	Home Please ✓
Email address: for messages/updates/apps			
Authorised to Collect from School Illness or other need to leave school early	YES Please ✓	NO Please ✓	
Student Lives with:	Name (emergency contact 4)	Relationship to Student	
Primary Guardian 4: parent/carer the student lives with			
Mobile Phone Number:			
Back up Phone Number:		Work Please ✓	Home Please ✓
Email address: for messages/updates/apps			
Authorised to Collect from School Illness or other need to leave school early	YES Please ✓	NO Please ✓	

PARENTS & GUARDIANS In ARMED FORCES (please list any parent or guardian who has been in the armed forces (✓/date as appropriate – or if never in forces - leave blank)	Now Currently	In the Past (give date left)	Never
Parent/Guardian			
Parent/Guardian			
Parent/Guardian			
Parent/Guardian			

Back up Emergency Contacts - used in the event of emergency/illness/accident; for example if your child needs to be taken home or hospital and we cannot contact any of those named above. These may be other family members, relatives or friends of the family who are authorised by the above guardians to collect the student from school.

	Name	Relationship to Student	
Emergency Contact 3/4:			
Mobile Phone Number:			
Back up Phone Number:		Work Please ✓	Home Please ✓
Authorised to Collect from School <small>Illness or other need to leave school early</small>	YES Please ✓	NO Please ✓	

	Name	Relationship to Student	
Emergency Contact 4/5:			
Mobile Phone Number:			
Back up Phone Number:		Work Please ✓	Home Please ✓
Authorised to Collect from School <small>Illness or other need to leave school early</small>	YES Please ✓	NO Please ✓	

STUDENT'S MEDICAL and DIETARY INFORMATION

GP Surgery/Medical Practice

Practice Name	
Practice Address	
Practice Post Code	
Practice Phone No	

Medical Conditions

Please detail any medical conditions that the school should be aware of in order to take safe care of your child whilst at school. **If the school needs to store/administer medication at any time, we will need you to complete a specific written consent form and provide the medication. Please contact us for more information and the appropriate consent form**

Allergies

(Our catering team may contact you to request more detailed information)

Please detail below anything your child is allergic to, food, hay fever etc.

Dietary Requests

(Our catering team may contact you to request more detailed information)

Please detail, below, any special dietary requests not captured above.

SPECIAL EDUCATIONAL NEEDS

Please detail below any additional/special educational support your child may need

ADDITIONAL INFORMATION

Please detail below any other information you think we should be aware of, including for example, any activities that the student may struggle to participate in during off site trips and learning activities.

SIGNATURES

Students Name (CAPITAL LETTERS please)

Date of Birth

Form completed by
(FULL NAME IN CAPITAL LETTERS):

Relationship to Student

Signature

Date