North Somerset Council

YATTON INFANT SCHOOL
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Headteacher – Miss Jo Keeble, B.A. Hons.

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Dear Parents/Carers,

Data Collection, Photographic Consent and Absence Policy

We like to ensure that our pupil data is kept as up to date as possible. Please take a look at the information held on your child's record, make any changes as required and return to the school office. You do not need to add emergency contact addresses (apart from your own) as long as their telephone numbers are correct, nor do we need additional information on meal arrangements. If parents are separated and living apart and you would like to receive an additional copy of your child's annual report and other correspondence from school, please highlight this at the bottom of the attached data collection sheet. This will enable us to improve our communication to you. Please remember that Parentmail is a great way to ensure that both parents are kept well informed.

We have also included a photographic consent form for all Year 1 and 2 children. We need to seek your permission at the beginning of each academic year before using photographs of your children. Please return the completed form along with your data collection sheet.

We undertake this data collection procedure once a year. However, please let us have details of any change of address/telephone numbers throughout the year in order that we can contact you easily in case of emergency and also fulfill our legal requirements under the Data Protection Act. Please be assured that all data is held in confidence.

The Governing Body has been reviewing the School's Attendance Policy. A copy of the policy has been included for your information and will also be added to the school website for future reference. The new policy will take immediate effect.

Privacy Notice

In order to meet the requirements of the Data Protection Act 1998, schools have a requirement to give parents information about the information held about pupils, why it is held and the third parties to whom it may be passed on to. Yatton Infant School processes personal information about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act. It processes data to:

- Support its pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and

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- To assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time, the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), and the Primary Care Trusts (PCT) and Contact Point (a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact the relevant organisation in writing. Details of these organisations can be found on the school website, or you can obtain a hard copy from the school office if you wish.

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Yours sincerely,

Jo Keeble
Headteacher

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