PLEASE KEEP THIS BOOKLET!

Dereham Neatherd High School
Data and Consent
Information Booklet

Many congratulations on your child's successful application to join our school. We look forward to getting to know every pupil.

- This Data and Consent Information Booklet contains information for you to keep and refer to about:

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- You will also have a Data and Consent Booklet, which you should **complete and return to us as soon as possible, for the attention of the Data Team**

- Please note that the AUP consent needs to be signed by both **parent and pupil.**

If you need any further information on the completion of this form, please contact me through the school's e-mail (data@neatherd.org).

Kind regards

Dawn Daniels
Operations Manager for Data, Exams and Cover

Education off the Main Site, Trips, Visits and Insurance

We are fortunate to be able to enhance the education of pupils by using off-site facilities at times. It is extraordinarily time consuming for teachers, administrative staff, parents/carers and students to complete the necessary parent authorisations if we treat each lesson or group of lessons separately.

Listed below are brief details of off-site activities which we see as a normal part of lessons, or education. For these, we do not require individual parental authorisation. If you agree to your son/daughter taking part in these during his/her time in school, please sign the authorisation form (or contact us for further information).

- Swimming lessons, Dereham Pool; travel by coach (Year 7).
- Hockey lessons, Dereham Hockey Club; pupils walk to venue (Years 9, 10 and 11).
- Cross country, Neatherd Moor; teacher present (all years).
- Local visits to schools, Dereham Leisure Centre, the town centre and/or community visits (charity/liaison visits).
- Sports trips through School Sports Co-ordinators (all years).
- Local PE tournaments (all years).
- Junior Sports Leaders, at Junior Schools; travel by minibus (Years 10 and 11).
- Science: pupils are taken to Neatherd Moor during lessons for Ecology (not near the pond); teacher present (all years).
- Sports fixtures, visits to local schools; pupils responsible for informing parents of details (all years).
- Life skills – TITAN (Travel Independence Training Across the Nation – all years).
- Dereham Memorial Hall (all years).
- College (Years 10 and 11).
- Other activities such as visits to local schools (travel usually by minibus).

There will be occasions when your child will have the opportunity for participating in other extra-curricular activities, or curricular-related activities on or off the school site. You will be advised of details for individual events, but it would be appreciated if you could provide your outline permission for your child to assist (if asked) with the Open Evenings (Autumn Term), Parents' Evenings (throughout the year) and Information Evenings (throughout the year). This would usually entail helping with the reception of visitors and escorting them to an event venue, and assisting with the set-up and clearing up following the event.
Your child may also be asked to participate in creative arts performances (plays, musical recitals, singing or dancing) or other events of significant educational benefit.

All other trips and visits are treated individually with information provided as required (initial letters, parental consents, guidance etc).

Insurance for all trips is covered by the Trust's block insurance policy, unless you are advised otherwise.

Photography and the Use of Images

During the course of the school year, there may be opportunities to publicise some of the activities that your child is involved in. This may well involve filming or photographing children for use in the school's social media, or the local media. As a school we welcome these opportunities, and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays and school brochures.

Photography or filming will only take place with the permission of the Headteacher, and under the supervision of a teacher. When filming or photography is carried out by the news media, our younger pupils (Years 7 and 8) will only be named if there is a particular reason to do so (e.g. if they have won a prize). Home addresses will never be given out.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent, which will remain in place as long as your child is on the school's roll. You may withdraw consent at any time. Images of your child held by the school can be viewed upon request.

Notification of Intention to Process Pupils' Biometric Information

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of access to the School Canteen. 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 of a child and obtain the written consent of at least one parent before being able to 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. The school would like to take and use information from your child's fingerprint for the purpose of providing your child with access to the Canteen.

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) is what will be 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 cannot disclose personal information to another person/body.

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 is required. If you do not agree to this, the school will provide an alternative method of access. Please note that consent given by one parent will be overridden if the other parent 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 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. If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school.

Please note that 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': www.gov.uk/government/uploads/system/uploads/attachment_data/file/268649/biometrics_advice_revised_12_12_2012.pdf

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/education/

If you or your child has any further questions please contact the school.

Pupil ICT Acceptable Use Policy (AUP)

As a pupil at Dereham Neatherd High School, I understand that the ICT systems in the school (computers, digital cameras, video cameras, etc) are provided by the school to help me with my learning. I understand that misuse of these systems, or use of them for purposes other than school work, can cause problems and disruption for other pupils, staff, and myself. I understand that breaking the terms of this AUP will have consequences, including being banned from using the school's ICT systems.

I understand that there are systems in place in school to prevent me from accessing certain websites, running certain programs, or doing things that I should not be doing in school. I understand that these systems are in place to both help keep me safe on the internet, and to prevent me from causing damage to the network or computers. I understand that trying to bypass these systems is not acceptable, and will have consequences.

I understand that everything I do on the school network, including accessing the internet, is monitored and logged.

In signing the Acceptable Use Policy, I agree to the following:

1. I will not allow anyone else to log onto the network or nseven as me. I will not tell anyone my password, and I will not allow anyone to use my log-on details. This is to protect me by ensuring that nobody can pretend to be me on the network.

2. I will not attempt to discover, change or use anyone else's user name and password for any of the school systems.

3. I will not attempt to access files, folders or other resources (such as printers) on the network that I do not normally have access to. I understand that restrictions are placed on some files and folders to prevent me accessing them because they are not for me to use.

4. I will not access, or attempt to access, any form of chat program or website. I understand that there are dangers associated with using chat, and that I cannot access them within school to protect me.

5. I will not access, or attempt to access, websites that are not suitable for use within school. I will also not attempt to search for unsuitable sites. I understand that these types of sites are not suitable:

   a) Websites that let me play games online, except for those provided by my teachers.
   b) Websites that try to bypass the security or internet control within school.
   c) Websites that contain material of an obscene, sexual or hateful nature.
   d) Social networking sites (such as Twitter and Facebook).

6. I will not type an unsuitable word into a search engine (such as Google), type an unsuitable URL into the address bar, or in any other way try to obtain access to unsuitable material or websites.

7. I understand that 'unsuitable material' includes games, programs not provided by the school, music or video files (not used in coursework), offensive material, material of an obscene or sexual nature, or material that would cause distress to another person. I will not have, place, or attempt to place unsuitable material:

a) On a USB key, memory card or any other storage device.
b) Anywhere on the school network or nseven.
c) On a mobile phone, camera, laptop, tablet or other device brought into school.
d) In an email, on Teams, anywhere else on Microsoft 365, or in any other form of communication..

Privacy Notice

To contact our designated Data Protection Officer, please email dpo@neatherd.org

How we use pupil information

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as test scores, exam results, internal assessment grades, GL Assessments, Fischer Family Trust)
- Relevant medical information (such as allergies, medicines, contacts at surgeries)
- Special Educational Needs and Disabilities information including assessments of need
- Exclusions and behavioural information
- Individual pupil photographs
- Opinions and views of pupils/parents via surveys or research

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide personalised educational resources
- to contact parents and keep them informed
- to maintain records which enable us to provide the government with census information
- to celebrate individual pupil achievements
- to communicate information about our school online and in the media

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Where we share pupil data such as school photographs on the school website or in the local press or social media, you have a choice in this and we request your consent for this to be shared. Consent can be withdrawn at any time by contacting the headteacher and asking for pupil photographs not to be shared where public have access.

Storing pupil data

We hold pupil data for the time they are in our school and in compliance with the timescales set out on **www.IRMS.org.uk/page/schoolstoolkit**

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- contracted companies for network management purposes (such as Microsoft, Google)
- contracted companies for assessment purposes (such as GL Assessment and public examination boards)
- contracted companies for communication purposes (such as Bromcom, ParentPay, Parents Evening System, Edukit, GroupCall, PageOne, Norfolk County Council)
- contracted companies for educational purposes (such as Sam Learning, Wonde, Accelerated Reader, AccessIT, HegartyMaths, MathsWatch, Edmodo, BKSB, Kerboodle)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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/data-collection-and-censuses-for-schools.

Youth support services

Pupils aged 13 +
Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services

- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to **https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.**

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: **https://www.gov.uk/contact-dfe**

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record email dpo@neatherd.org

You also have the right to:

- withdraw your consent at any time by meeting with the headteacher and explaining exactly which data from you wish your consent to be withdrawn
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, email dpo@neatherd.org