



Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Reference: SPG/ASP

5 December 2016

Dear Parent/Carer

Additional Student Information Required

The Department for Education requires schools to obtain and keep up to date additional data on students. Could you please therefore complete the attached and return it to Student Services so we may update our student database.

While we are requesting the additional information, we thought it timely to review our image consents and have included this too.

Our privacy statement explaining how we use the information we hold is provided overleaf.

Yours faithfully

Steve Green CMgr FCMl
Business Manager

Enc

Privacy Notice - Data Protection Act 1998 - How we use Student Information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to Cornwall Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/carer can request that **only** their child's name, address and date of birth be passed to Cornwall Council by informing the Academy's Administration Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website at www.cornwall.gov.uk.

We also share information with the national careers service or similar agencies to ensure students receive the appropriate independent careers support, advice and guidance.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the Academy's Administration Manager.

We are required, by law, to pass some information about our students to the DfE. This information will, in turn, then be made available for use by the Local Authority.

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

For information on which third party organisations (and for which project) student level data has been provided to, please visit: www.gov.uk/government/publications/national-pupil-database-requests-received

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- Cornwall Council: www.cornwall.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/data-protection-act-1998/how-we-use-your-information/; or
- the DfE website at www.gov.uk/data-protection-how-we-collect-and-share-research-data

Looe Community Academy Trust

A company limited by guarantee, registered in England and Wales, number 07909371, an exempt charity



Please return to Form Tutor

Student Information

Student name: _____ Tutor group: _____

a. Additional information required:

Information required:	Details:
Country of birth: (compulsory)	
Nationality: (compulsory)	
Passport No (if held): (optional)	
Passport issue date: (optional)	
Passport expiry date: (optional)	
Name on passport: (optional)	
Visa number: (optional)	
Visa expiry date: (optional)	

Signed: _____ (parent/carer)

Print name: _____

Date: _____



Please return to Form Tutor

Use of Images Content

Students Name.....

Reg Group.....

In order to comply with the Data Protection Act 1998, the Academy needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities. You have the option to indicate whether or not you consent to your child's images being taken and used for different purposes.

You can withdraw your consent at any time by writing to the school.

Please tick in the box if you are in agreement and give your consent

1. I give my consent to images of my child being taken and used for official Academy purposes of promoting or publicising Academy events (e.g. the Academy newsletter, the Academy's brochure and other promotional material).
2. I give my consent to images of my child being used on the Academy website and I understand that these images will be available on the World Wide Web.
3. I give my consent that the Academy can use images of my child in video recordings to promote the Academy.
4. I give my consent that the Academy can take photographs and make video recordings of my child for the Academy's own records, archives and future interests (e.g. photographs of sports team).
5. I give my consent that my child can appear in video recordings or in collections of photographs stored on CD roms which the Academy may make of Academy events and which it may sell to parents of children at the Academy to raise funds for the benefit of the Academy.
6. I give my consent to my child being included in any images taken by other parents or carers who wish to photograph/record Academy events in which their children are participating.
7. I give my consent for the press to take and use images of my child.
8. The Academy may give the press the first name/first and surname (delete as appropriate) of my child for publishing with the child's photograph in a newspaper or for captioning on television.

Signed: _____ (parent/carer)

Print name: _____

Date: _____