

GREAT MARLOW SCHOOL
PERSONAL INFORMATION CONSENT FORM

Great Marlow School (GMS) "the School" collects and uses certain types of personal information about students and the parents & carers of those students in order to provide education and associated functions. The School may be required by law to collect and use certain types of information to comply with statutory obligations related to both education and safeguarding.

While the majority of information GMS collect from you is mandatory, there is some information that you can choose whether or not to provide to the school. Whenever GMS seek to collect information from you, it will be made clear whether you must provide this information and if so, what the possible consequences are of not complying and whether you have a choice.

Unless it says otherwise, by providing consent you are allowing GMS to share the data with the relevant external provider(s) by integrating with the school's current Management Information System (MIS) data. The school are required to obtain separate consent for each child at GMS.

The following is a list where GMS require you to provide specific consent to hold and share the information. Please tick as appropriate to provide the consent;

- Messenger/Expressions** This is the school's primary email and texting service used to communicate to parents/ carers with either specific information relating to a student, a class group, a year group or more generally the school. It is also used for emergency contact. The service uses an extract from the MIS to include your email address, your child's name and tutor group. If you do not wish to provide consent, then the school you will continue to provide the information in paper based format.
- ParentPay** This is a payment management service used by the school to enable both you and the school to process and track payments for events, activities and materials. The service uses an extract from the MIS to include your email address, students' name and tutor group. If you do not wish to provide consent, then the school will send you separate details enabling you to make payment via a bank or certain other High Street facilities that take electronic payments. The school is entirely cashless.
- Cunningham's** This is a payment management platform that enables students to make secure payments from the school canteen by the use of a fingerprint recognition system. Payments can be made direct to this system from ParentPay (see above). The platform uses an extract from the MIS to include students' name, their tutor group and their ParentPay reference details and Free School Meal details (if applicable). If you do not wish to provide consent, then the school will send you separate details on how your child can use a personal identification number (PIN) to make payment at the catering register point.
- Evolve+** This is a data management platform used by GMS to collate data about any activity that takes place outside the Local Learning Area of Marlow. This data is shared with Buckinghamshire Council who are the school's trip management assessors for Health & Safety. They review all of the activity details prior to an event. The platform uses an extract from the MIS to include student names, gender, SEN details (if applicable) & year group. Also attached will be the information that you, as parents/ carers, provide through ParentPay prior to a visit. This will include such details as emergency contacts, medical or other needs and doctor's details, for example. For health and safety reasons, a student is not able to attend a visit without this information being attached to a visit submission through EVOLVE+ and as such removal of consent would prevent us being able to safely manage the trip event or activity.
- ESS Reading Cloud** This is the school's library management system to manage the loaning of library resources. The platform uses an extract from the MIS to include students' name, their tutor group. If you do not wish to provide consent, then the school will discuss with you alternative arrangements to allow your child the loaning of library resources through an alternative paper based method.
- Times Tables Rock Stars** This is a mathematical curriculum application to assist students learning. The platform uses an extract from the MIS to include students' name, their tutor group and their class timetable. If you do not wish to provide consent, then student will be unable to access the website but your child will still be able to obtain support from the Class Teacher using alternative paper based materials.

Compass+ This is a careers data management platform provided to Buckinghamshire Council from the Government, via the Careers and Enterprise Company (CEC). This enables the school to plan and track careers activities for individual students and provide systematic records to each student of their careers activities to support decision making at key transition points. The system uses an extract from the MIS which includes students' age, gender, ethnicity, SEN details (if applicable), Free School Meal details (if applicable), Pupil Premium details (if applicable) and home address.

In addition to providing the information to assist individual students, the aggregated anonymised data enables the school to manage the career activities in line with the Gatsby Benchmarks to meet our statutory requirements. By using the Gatsby Benchmarks to organise our careers provision, the school can ensure that they are raising all students' aspirations and promoting access to all career pathways, whilst developing their career management skills to succeed in the ever changing world of work. If you do not wish to provide consent, then the data we produce will be of a more limited benefit to the school but your child will still be able to obtain the same support from the Careers service at the school.

Photographs & Website Images This consent enables the school to collect images in order to celebrate the success of students and the school in both educational and extracurricular activities. If you do not wish to provide consent then your child's image will not be used.

Sex Education This consent enables the school to deliver the full curriculum of age appropriate Sex Education. Some aspects are mandatory. If you do not provide consent then your child will be provided with alternative activities when the non-mandatory elements are being undertaken.

Student Name: _____

Signed _____

Parent/Carer Name: _____

Date:.....

The school's website contains details of the Fair Processing Notice which is the Data Protection & Freedom of Information Policy for the school. The policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK Data Protection Act 2018 (UKDPN18) and other related legislation. It will apply to information regardless of the way it is used, recorded and applies for as long as the information is held.

Data protection legislation applies to all records, whether held in electronic or paper format. The website also contains details of the school's Privacy Statement which should be read in conjunction with the Fair Processing Notice (Data Protection and Freedom of Information Policy).

For anyone unable to access details from the school website, please call the school reception who will direct you to someone who can discuss alternative ways of sharing the information with you.

The school website also has a translate facility.

Where we hold personal information the School is committed to:

- Keeping information safe and secure, whether that is an electronic or physical record.
- Keeping information up to date.
- Using personal information fairly at all times.
- Keeping data for no longer than it is needed; the school adheres to a retention schedule to ensure that this is the case.

Individuals can correct any information we hold that is incorrect (such as updating addresses) by calling the school reception who will direct you to the relevant department to process the change.