

**SUAT Data Collection Sheet - BUSY BODIES OUT OF HOURS CLUB**

Busy Bodies is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation became law from 25<sup>th</sup> May 2018. From this date, data subjects (the person to which personal data relates) have greater control over the processing of their personal data and organisations have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. Please find a copy of our Privacy Notice enclosed; this can also be accessed via the Academy website: [www.st-peters-alton.staffs.sch.uk](http://www.st-peters-alton.staffs.sch.uk)

The data we collect about your child and their emergency contacts will be utilised in accordance with the Academy's Privacy Notices, Data Protection Policy and Compliant Records Management Policy. The data we collect aids us in our ability to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils. The data collected in this form will also be transferred onto electronic systems and stored in accordance with the Academy's defined retention periods, according to the nature of the data. It is the responsibility of the parent/carer completing this form to ensure that appropriate consent has been given by their emergency contact, to provide their details for the academy and out of hours club.

Upon completing this form, you may be providing the out of hours club with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive to an individual. This means that we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation in ensuring that that we maintain a positive and safe teaching and learning environment, where we have a legal obligation to process this data or where we have consent. Special categories of data are classified as: race, ethnicity, religious beliefs, eligibility for free school meals, special educational needs, physical health and mental health information and biometric data. Where we require your consent for collecting data, this will be specified within our data collection form.

**Section One – Your Child's Details**

<b>Legal Surname</b>	
<b>Preferred Surname</b>	
<b>Forename</b>	
<b>Preferred Forename</b>	
<b>Gender</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Day time telephone number</b>	
<b>Parent email address</b>	
<b>Name of siblings attending the academy</b>	

**Section Two – Your Child's Medical Information**

Do you consider your child to have a medical condition? If yes, please provide details below, including any medication they are required to take whilst at the academy and/or out of hours club.

<b>Medical condition(s)</b>	
<b>Allergies</b>	

<b>Medication requirements</b>	
<b>Dietary needs (including for religious reasons)</b>	
<b>Intolerances</b>	

### Medical Practice

<b>Name of medical practice</b>	
<b>Telephone number</b>	

### Accessibility

If your child has a disability or access requirements, please utilise the below table to notify the out of hours club to ensure that appropriate measures can be taken to support accessibility.

<b>Disability</b>	
<b>Access requirements</b>	

### Section Three – Parental and Emergency Contact Information

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency; place them in order that you wish for them to be contacted. The out of hours club also needs to be aware of any Court Orders in order to legally fulfil its safeguarding obligations as a public body organisation.

**Are there any Court Orders which relate to the child, e.g. Custody Orders? YES / NO**

**If YES please detail the nature of the order (proof must be provided to the academy office in its current form).**

<b>Contact Name</b>	<b>Relation to the pupil</b>	<b>Home address including postcode</b>	<b>Parental responsibility</b>	<b>Telephone number (mobile and home)</b>	<b>Priority number</b> (Please indicate the order in which you would emergency contacts to be contacted (1-4))
			Yes/No		
			Yes/No		
			Yes/No		
			Yes/No		

### **Section Four – Photographs and Videos**

Busy Bodies requires consent in order to process photographic and video data of its pupils/students. Consent to the taking of photographs and videos is entirely optional. For those who provide consent to the collecting and processing of photographic and video data, the data will only be utilised for the purposes specified below.

Photos and videos of pupils/students will be utilised for the following purposes. Photographs and videos will not be taken without your consent. To provide your consent please circle 'yes' in the table below; your signature will be required in section seven of the data collection form.

<b>Purpose</b>	<b>Accessed by</b>	<b>Consent</b>
Out of hours, Academy and Trust website displays including news feeds and galleries	Academy/trust staff Public through access to the website Website provider	Yes/No
Digital prospectus shared on the Academy website	Academy/trust staff Public through access to the website Website provider	Yes/No
Photos shared in Out of Hours and Academy building displays and galleries	Academy staff Viewed by members of the public/visitors	Yes/No
Photos shared on achievement boards	Academy staff Viewed by members of the public/visitors	Yes/No
Photos shared in termly newsletters (digital and hard copy)	Academy/trust staff Hard copies provided for parents Digital copies are public on the website	Yes/No
Videos/photos on Learning Book (Early Years Only) to evidence development	Academy staff Parents	Yes/No
Photos/videos taken during out of hours sessions for the website/internal displays	Academy staff Public through access to the website and internal displays Website provider	Yes/No
Photos displayed in Academy social media	Academy staff Public through use of social media Facebook/Twitter	Yes/No
Photos shared with local press, parish magazine	Academy staff Public access through web sites, printed newspapers and printed magazines	Yes/No

If consent is provided to process this data, photographs and videos of pupils/students will be taken only on academy owned cameras and mobile devices by designated members of staff, or on devices from approved official providers. This data will not be collected on personal devices of any nature.

Photographs and videos will be accessed by approved staff only and stored in a secure manner on the Academy's network, and provided for approved suppliers who can demonstrate compliance with Data Protection Regulations only.

### **Section Five – Permissions**

**To provide your permission for any activities/further requirements, please tick the below boxes and sign in section eleven of the data collection form if you provide your consent.**

<input type="checkbox"/>	I give permission for my child to <b>travel by private car in the event of an emergency</b> (e.g. to take them to hospital).
<input type="checkbox"/>	I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, <b>as considered necessary by the medical</b>

	<b>authorities present.</b>
<input type="checkbox"/>	I give permission for my child to <b>participate in food tasting sessions</b> as part of activities or to eat food provided for celebrations.  (Any allergies will be listed on the medical information form)
<input type="checkbox"/>	I give permission for my child to <b>go on local walks</b> with the out of hours club (e.g. walk around the village, walk to the play park).
<input type="checkbox"/>	I give permission for my child to <b>watch PG rated films</b> or clips where they are deemed suitable by out of hours club staff.

### **Section Six - Communications**

Busy Bodies requires your email address as detailed in section one of this form, to utilise in accordance with ParentPay, our cashless payment system, in order to fulfil its financial requirements to reduce cash handling on the premises. Unless you provide your consent in section seven of the data collection form, your email address will be utilised solely for this purpose.

The academy wishes to continue our effective communication with parents and carers. As part of our communication provision, the Academy subscribes to ParentPay who provide umbrella text messaging and email system services to allow us to provide communications such as important reminders and updates. Correspondence of this nature will be sent to your primary contact detailed in section three of this form. Service providers utilised by the Academy are compliant with Data Protection laws; your telephone numbers will not be passed to any third party providers without your consent. Your consent can be provided on section seven of this form.

Busy Bodies is also pleased to provide our parents and carers with updates through use of our newsletter. Newsletters will be displayed on the Academy website and provided for students to take home in paper format on request. They may also be sent to you via email, with your consent.

The academy requires signed documentation of your informed consent, which can be provided in section seven of this documentation.

### **Section Seven – Consent**

Should you wish to withdraw your consent at any time, please contact Mrs Tracey Pemberton on [office@st-peters-alton.staffs.sch.uk](mailto:office@st-peters-alton.staffs.sch.uk) to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

#### **Please tick and sign below if you are providing your consent.**

- ☐ I consent to the processing of my child's photographic data, as selected in section four of the Busy Bodies Out of Hours Club data collection form by providing my signature below.
- ☐ I consent to my child to participate in the events selected and specified in section five of the Busy Bodies Out of Hours Club data collection form by providing my signature below.
- ☐ I consent to receiving important Busy Bodies Out of Hours Club reminders and updates via text message and email by providing my signature below.
- ☐ I consent to receiving information from the Busy Bodies Out of Hours Club in the form of newsletters by providing my signature below.

If you have any queries or concerns in relation to the protection of data, please contact the academy's data administrator, Mrs Tracey Pemberton, on 01538 702321 or [office@st-peters-alton.staffs.sch.uk](mailto:office@st-peters-alton.staffs.sch.uk) or the Trust Data Protection Officer via 01782 969465 / [hkirkham@suatrust.co.uk](mailto:hkirkham@suatrust.co.uk).

Name of Parent/Carer (person with parental responsibility) \_\_\_\_\_

Signature of Parent/Carer (with PR) \_\_\_\_\_

Name of pupil/student \_\_\_\_\_

Date \_\_\_\_\_

September 2019