



Data Protection Policy

Mission statement:

“Enjoy, learn, achieve”

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Headteacher: Mrs P Matty

Data Protection Policy

- 1 The school will comply with:
 - 1.1 The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.
 - 1.2 Birmingham City Council's Children, Young People and Families Directorate advice and guidance.
 - 1.3 Information and guidance displayed on the Information Commissioner's website.
- 2 This policy should be used in conjunction with the school's ***Internet Usage Policy***.
- 3 Data Gathering
 - 3.1 All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
 - 3.2 Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.
- 4 Data Storage
 - 4.1 Personal data will be stored in a secure and safe manner.
 - 4.2 Electronic data will be protected by standard password and firewall systems operated by the school.
 - 4.3 Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at the reception hatch.
 - 4.4 Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.
 - 4.5 Particular attention will be paid to the need for security of sensitive personal data.
- 5 Data Checking
 - 5.1 The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.
 - 5.2 Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.
- 6 Data Disclosures
 - 6.1 Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.

- 6.2 When requests to disclose personal data are received by telephone it is the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised.
 - 6.3 If a personal request is made for personal data to be disclosed it is again the responsibility of the school to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
 - 6.4 Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, should politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the pupils are present in class will resolve the problem.)
 - 6.5 Personal data will not be used in newsletters, websites or other media without the consent of the data subject.
 - 6.6 Routine consent issues will be incorporated into the school's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the school.
 - 6.7 Personal data will only be disclosed to Police Officers if they are able to supply a WA170 form which notifies of a specific, legitimate need to have access to specific personal data. This form is the agreed procedure between Birmingham City Council and West Midlands Police.
 - 6.8 A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.
- 7 Subject Access Requests
- 7.1 If the school receives a written request from a data subject to see any or all personal data which the school holds about them this should be treated as a Subject Access Request and the school will respond within the 40 day deadline.
 - 7.2 Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the school will comply with its duty to respond within the 40 day time limit.
- 8 This policy will be available on BGFL 365 shared files/school policies
- 9 Data Protection statements will be included on any forms that are used to collect personal data.

Appendices

- Pupil data gathering sheets
- Staff data gathering sheets
- Reception initial enquiry sheet
- School transfer initial enquiry data sheet

Form received in school:

Children, Young People and Families Application for a Change of School (In-Year)

Please complete one application form per child. Failure to complete all sections of this form may delay your child's application. Please use black ink and capitals.

Section 1 To be completed by parent/carer

IMPORTANT:

- **PROOF OF CHILD'S DATE OF BIRTH MUST BE SUPPLIED WITH THIS FORM:**
Acceptable proof includes: child's original birth certificate, adoption certificate or passport (copies will be made and originals returned)
- **PROOF OF YOUR HOME ADDRESS MUST BE SUPPLIED WITH THIS FORM**
Acceptable proof includes: a copy of your council tax, gas or electricity bill (within last 6 months). Failure to provide acceptable proof may affect your child's eligibility for one or more of your preferred schools.

CHILD'S HOME ADDRESS

POSTCODE:

OTHER ADDRESS:

Child's Name:

Date of Birth:

Current Year Group:

Gender:

MALE

FEMALE

Name	D.O.B.	Current provision: nursery, school, college etc.

Please give details of any siblings (brothers and sisters)

Why do you want to transfer your child to this school?

Current/previous school:	
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Address of school:	
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Is your child still attending?	YES	NO
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If no, date of leaving current/previous school
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Is your child in public care or accommodated by a local authority (a looked after child)
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YES	NO
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If yes, which local authority?	
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Please give the name of the social worker and a contact telephone number:

Name:	Telephone:

In Birmingham we operate a Fair Access Protocol. This Protocol exists to ensure that all schools admit their fair share of children with challenging behaviour. In order to assist the Local Authority in determining if your child should be considered for a place using this protocol please could you answer the following questions?

Has your child ever been excluded or had a managed move from any school? YES / NO

If yes, please give dates of fixed term and/or permanent exclusions and/or managed move:
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Does your child have any medical conditions?

--

Name of main parent / carer:
(Please include name,
address, telephone number
and relationship to child)

--

Name of main parent / carer:
(Please include name,
address, telephone number
and relationship to child)

--

**Please supply two emergency
contacts**
(Please include name,
telephone number and
relationship to child)

Emergency Contact 1:

Emergency Contact 2:

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Please indicate the meal arrangements you require for your child:

Home dinners	Packed lunch
Paid school meals	<p>Free school meals Applied for On line (www.link2ict.org/fsm) Y /N Reference Number : Or National Insurance Number: Date of Birth: Name of Person in Receipt of Benefit: _____</p> <p>and school will check on your behalf.</p>

Please give the name, address and telephone number of your child's GP:

Name / Address:

Telephone:

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Is there any other information you would like school to know?

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Nationality	Home language	Ethnicity
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DECLARATION AND CONSENT TO SHARE INFORMATION

The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found in both the parents' information booklets.

If a parent/carer knowingly and willingly provides a false statement which would affect the success of this application they may have the school place withdrawn.

I confirm that I have read and understood the notes relating to this application.

I certify that the information I have provided is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.

I give my consent for the school admissions and pupil placements service to contact relevant agencies in order to validate this application.

Title: e.g. Mr/Mrs/Ms/Miss:

Full Name (Please Print):

Signed:

Date:

Home telephone number

Work telephone number

Mobile telephone number

Relationship to child: Mother ☐ Father ☐ Family member (live in same household) ☐

Step-parent ☐ Relative ☐ Social Worker ☐ Foster Parent ☐ Other (Please give details) ☐

IMPORTANT: Note to Parent/Carers:

If your preferred school is unable to offer your child a place, please contact staff in School Admissions on 0121 303 1888 (Option 4) who will be pleased to offer advice and guidance on what to do next.

www.birmingham.gov.uk/schooladmissions

Note to all schools/academies:

Please ensure you notify the School Admissions Team of this application and its outcome.

Appendix- B

Data Collection Sheet

Please check that the information below is correct.
Complete any missing details, and return to the school office.

Surname:	Legal Surname:
Forename:	Middle name:
Chosen name:	Gender:
Date of Birth:	Reg Group:
Address:	Year: Reception
Post Code:	
Telephone:	
Email:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.
Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1		Tel: Mobile	Tel: Email:
2		Tel: Mobile:	Tel: Email:

Travel Arrangements	Walk
If the above information is incorrect, please tick the appropriate choice	
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train
<input type="checkbox"/> London Underground	<input type="checkbox"/> Car/Van
<input type="checkbox"/> Public Bus Service	<input type="checkbox"/> Walk
<input type="checkbox"/> Taxi	<input type="checkbox"/> School Bus
<input type="checkbox"/> Metro/Train/Light Rail	<input type="checkbox"/> Car Share
<input type="checkbox"/> Other	
Route	

<u>Dietary Needs</u>						
<u>Dietary Preferences</u>						
<u>Meal Arrangement</u>						
If the above information is incorrect, please tick the type of meal to have for each day of the week below.						
Type of meal	Mon	Tue	Wed	Thu	Fri	
School Meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Packed Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Medical Practice:
Address:
Telephone Number:

Medical Condition(s)

Medical Note(s)

Ethnicity:	Religion:
Home Language:	First Language:
Country of Birth:	Nationality:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature:	Date:



Pupil change of address notification form (In-Year)

Child's name: _____

Child's class: _____

Child's current address: _____

_____ Post code: _____

New address: _____

_____ Post code: _____

Telephone number: Home: _____

Mobile: _____ Name: _____

Mobile: _____ Name: _____

Name (printed): _____

Signed: _____ Date: _____
(Parent/Carer)

For office use only

Date of information changed on CMIS: _____

Name (printed) _____

Signed : _____ Date: _____

Proof of change of address is required and should be attached to this form before any amendments to a pupil's record can be made and the form to be retained in the pupil's file.

STAFF DATA COLLECTION SHEET

Please check that the information below is correct.
Complete any missing details, and return to the school office.

BASIC DETAILS

Title:	Forename:	Surname:
Middle name:		Legal Surname:
Chosen name:		Gender:

If your name and title has changed please enter details below

Title:	Legal Surname:	Surname:
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PERSONAL INFORMATION

Date of Birth:	Teacher No:
Ethnicity:	NI Number:
Qualifications/Letters:	

ADDRESS & CONTACT INFORMATION

Address:	
Home Tel:	Mobile Tel:
Home Email:	Work Email:

If your Address or Contact information has changed please enter details below

Address:	
Home Tel:	Mobile Tel:
Home Email:	Work Email:

VEHICLE DETAILS

Type:	Colour:	Reg:
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NEXT OF KIN INFORMATION

Name:	Relationship:	
Mobile Tel:	Work Tel:	Home Tel:
Address:		

If your Next of Kin information has changed please enter details below

Name:	Relationship:	
Mobile Tel:	Work Tel:	Home Tel:
Address:		

Signature:	Date:
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Grove Junior and Infant School

Notification of change of school/File Transfer

Childs Name: DOB:

Childs new address: (if moving house/area)

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UPN: Class:

Name of new school: DFES:

Address of school:

.....

Postcode: Tel:

Name of person passing on the information:

Position/relationship to child:

Date of admission:

Information received by: Date:

Additional information:

.....

Copy to be given to: Justine Baker, Pam Matty, Emma Mills, Jackie Williams, Class teacher, YGL, Michelle Murphy – transfer of pupil/CTF/SIMS files,

Passed to YGL for checking: Name: _____

Date: _____

M Murphy received: Date: _____

Passed to SLT for checking: Name: _____

Date: _____

M Murphy for transfer: Date: _____