

Dear Parent / Carer

**RE: General Data Protection Regulation (GDPR)**

At Rushden Academy, we aim to provide a positive, aspirational learning environment to support all our students in improving their life chances. In order to achieve this we need to work in partnership with parents, students, governors, Tove Learning Trust and carefully selected outside agencies.

For the purposes of the General Data Protection Regulation (GDPR) we are the Data Controller and any personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing.

**Due to new GDPR regulations with effect from 25<sup>th</sup> May 2018, schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law or our rules permit it. However we are required by law to pass some of your information to the Department for Child, School and Families (DCSF).**

Once your child is aged 13 or over we are required to pass on certain information to the Careers Service. This is the Government's information and advice service for all young people ages 13-19 in England. We must provide both yours and your child's name and address and any further information relevant to the careers services' role.

What information is collected and why?

We collect emergency contact information including names, addresses, mobile numbers and email addresses from you. In order to be more environmentally-friendly, we communicate school information via email, SMS text messaging and shortly via a web portal.

We collect ethnicity information, special educational needs, meal preference and travel arrangements for use in the Government Census.

We collect medical information and food allergy information in order to provide appropriate care within school.

As part of our catering system, we use student fingerprint data made up of between 50 and 130 points on the finger and processes the result through a computer algorithm to output a reference number unique to your child. The biometric scans are used only in relation to school services and it is not possible to rebuild a forensic style 'fingerprint' from the data we collect nor is the data registered shared with any other agency or organisation.

We regularly collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed.

#### How is data collected?

We ask for Data Sheets and Consent Forms to be completed by parents. We can also receive electronic data transfers from previous or primary schools via the DfE's Secure Access site providing previous attendance history and KS2/Target data, etc.

Staff complete digital marksheets to provide progress and assessment data, which is then reported to parents via our progress systems.

#### How will the information be used?

We take your privacy seriously and data is only used to provide the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents.

#### Who will it be shared with?

Any third party that we share your data with has been rigorously checked by following our Due Diligence process. Currently we share information with the companies listed on the attached sheet. A full and up to date list can be found at any time on our school website ([www.rushden-academy.net](http://www.rushden-academy.net)). We operate an 'opt-in' policy for all of these services but **refusal to share information with any of them could have a negative effect on your child's educational experience.**

We thank you for your continued support and are happy to answer any further questions you may have. All attached documents are available for viewing on the school website ([www.rushden-academy.net](http://www.rushden-academy.net)) and we encourage you to check regularly for updated documentation.

Please find attached a Data Sharing and Consent Form, if there are any amendments to this list you will be notified as and when the need arises. Could you please sign this Data Sharing and Consent Form and return to Student Reception by **Wednesday 23<sup>rd</sup> May**. Please complete the Data Collection sheet if there are any recent changes we may not have already been notified of.

Kind regards



Mrs P Smith  
Data Protection Officer

## **Rushden Academy Data Sharing and Consent Form**

*To be completed by the parent / carer.*

Please return to Student Reception by **Wednesday 23<sup>rd</sup> May**

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

I confirm I have read the attached letter and understand the reasons that the data I put on the attached Contact Information sheet is shared. I will indicate my permission for my child and my child's data to be shared with the following sites on the table below. I understand that I may withdraw my permission at any time by writing to the school.

	Yes	No
<u>Biometric Data, Cashless Catering</u> – Biometric enrolments are used only in relation to cashless catering. <b>The registered data is not shared with any other agency or organisation.</b>		
<u>MyMaths</u> – Provides a fully interactive online learning resource suitable for all ages and abilities right up to A-Level, and can be accessed 24/7 from school or home. <b>Student name and timetable information is shared with this provider.</b>		
<u>Photographs</u> – By ticking yes, you agree that appropriate images and video that include your child may be published subject to the relevant section of the schools E-Safety Policy protecting your child's privacy.		
<u>DfE's Secure Access S2S</u> – This is a secure electronic data transfer site provided by the DfE which schools use to electronically pass historical information for students transferring schools, either from Primary to Secondary or from one Secondary to another.		
<u>Microsoft Office 365</u> – Our email access. <b>Student name, student year group is shared with this provider.</b>		
<u>Parents' Evening System</u> – Allows parents to book Parents' Evening appointments electronically. <b>Student name, student timetable information and parental contact information is shared with this provider.</b>		
<u>Educake</u> – Provides a fully interactive online learning resource suitable for all ages and abilities up to GCSE, and can be accessed 24/7 from school or home. <b>Student name is shared with this provider.</b>		
<u>ParentPay</u> – An online portal that facilitates payments made to the school and to Caterlink (school canteen). <b>Student name, address, student date of birth, student ethnicity, student dietary needs, student gender, student free school meal status, student registration group, parental salutation is shared with this provider.</b>		
<u>Alfisoft</u> - Provides a fully interactive online learning resource suitable for all ages and abilities up to GCSE, and can be accessed 24/7 from school or home. <b>Student name is shared with this provider.</b>		
<u>Pearson Edexcel</u> – Examination board. <b>Student name, student date of birth is shared with this provider.</b>		
<u>AQA</u> – Examination board. <b>Student name, student date of birth is shared with this provider.</b>		
<u>ShowMyHomework</u> – An online system for the tracking of homework tasks. <b>Student name, student email, student year group &amp; registration group, parent name is shared with this provider.</b>		
<u>Go4Schools</u> – An online progress, behaviour and attendance tracking system with a parent communication portal. <b>Student name, parent name, parent phone number, student year group, student medical information, student timetable information is shared with this provider.</b>		
<u>TimelyAdvice</u> – A careers advice service that assists students in making informed decisions about their next steps. TimelyAdvice also collect Post-16 and Post-18 information for Government Census. <b>Student name, parent name, address, parent contact details, education information, destination information for post-16 and post-18 is shared with this provider.</b>		
<u>GCSEPod</u> - Provides a fully interactive online learning resource suitable for all ages and abilities up to GCSE, and can be accessed 24/7 from school or home. <b>Student name is shared with this provider.</b>		

<u>The East Northants College</u> – As part of our 6 <sup>th</sup> Form Consortium, data is shared with Huxlow Science College, Ferrers School & Manor School Sports College on all students in years 12 & 13, as well as selected Y10 & Y11 students. <b>All student data is shared with this provider.</b>		
<u>Lexia Learning</u> – An online resource to assist students reading abilities. <b>Student name, student email, student timetable information is shared with this provider.</b>		
<u>Plumsun</u> – Online risk assessment service that is used as part of our school trip planning and evaluation. <b>Student name, parent name, student medical conditions, student dietary requirements, student passport details, student emergency contact numbers is shared with this provider.</b>		
<u>EdLounge</u> – An online teaching and learning resource. <b>Student name, student year group is shared with this provider.</b>		
<u>Accelerated Reader</u> – An online system that tracks and tests students reading to provide current reading ages. <b>Student name, student gender, student date of birth, student English class is shared with this provider.</b>		
<u>CaterLink</u> – Our school meals provider. <b>Student name, student year group, student free school meal status is shared with this provider.</b>		
<u>CallParents</u> – An online system used to communicate with parents via SMS text messaging and e-mail. <b>Student name, student year group, parent name, parental contact information is shared with this provider.</b>		
<u>MyConcern</u> – A school-wide safeguarding resource. <b>Student name, student date of birth, some student records are shared with this provider.</b>		
<u>Schools Broadband</u> – Internet provider and filtering provider. <b>Student login details are shared with this provider.</b>		
<u>Sophos</u> – Anti-virus software. <b>Student login details are shared with this provider.</b>		
<u>Pearson Active Learn</u> – Provides a fully interactive online learning resource suitable for all ages and abilities right up to A-Level, and can be accessed 24/7 from school or home. <b>Student name and timetable information is shared with this provider.</b>		
<u>School Nursing Team</u> – The School Nursing Team facilitate in-school vaccinations and other medical queries as required by the school. <b>Student name, student date of birth, student gender is shared with this provider.</b>		
<u>Mathswatch</u> – Provides a fully interactive online learning resource suitable for all ages and abilities right up to A-Level, and can be accessed 24/7 from school or home. <b>Student name and timetable information is shared with this provider.</b>		
<u>Mathletics</u> – Provides a fully interactive online learning resource suitable for all ages and abilities right up to A-Level, and can be accessed 24/7 from school or home. <b>Student name and timetable information is shared with this provider.</b>		
<u>Bedrock Vocabulary</u> – An online programme that teaches vocabulary and encourages reading. <b>Student name, student email, student gender, student timetable details are shared with this provider.</b>		
<u>Eclipse Library</u> – An online library management system. <b>Student names, student date of birth is shared with this provider.</b>		

Signed Parent / Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent / Carer: \_\_\_\_\_