



SHROPSHIRE'S PRIVACY NOTICE & PRIMARY/INFANT/JUNIOR REGISTRATION FORM

Dear Parents/Carers,

Please would you kindly complete all the details on the attached form and return to school via either email or post as soon as possible.

Birth certificates-please could you either email a photograph, scan or post a photocopy of your child's certificate (or adoption certificate details where the original birth certificate is no longer relevant) to school as soon as possible. PLEASE DO NOT SEND ORIGINAL COPY. This is simply to ensure that the correct legal name is on the school's database. If you want your child to be 'known as' another name, we ensure that all correspondence with you uses that name. However, we cannot use the 'known as' name as the legal name on our school systems.

Our school processes personal data about our pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 2018. We process this data to:

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

The data also includes:

- contact details;
- national curriculum assessments results;
- attendance information;
- exclusion information
- characteristics such as ethnic group or mode of travel to school;
- special educational needs; and
- any relevant medical information.

The data may only be used or securely passed on for specific purposes allowed by law. From time to time we may be required to pass on some of this data to:

- Shropshire Council
- The Department for Education
- The Standards and Testing Agency (STA)
- OFSTED
- The Department of Health
- Shropshire Community Health NHS Foundation Trust
- South Staffordshire and Shropshire Healthcare NHS Foundation Trust
- Skills Funding Agency
- Organisations that require access to data in the Learner' Records Service

- The LA may share information about individuals where this is likely to enable a beneficial intervention from the other public sector agencies.

All of these are 'data controllers' in respect of the data they receive, and are subject to the same legal constraints on how they deal with the data. They may use individual, group or global data as appropriate to carry out their functions.

After providing the copy of the birth certificate and the school registration form to us at the school, this should suffice for the whole of the time your child stays in a Shropshire maintained school, as all the details will be transferred to your child's new local authority or school.