

Welcome to Orchard Lea  
Junior School



Child's Name.....



## Welcome to Orchard Lea Junior School

In this booklet you will find pages of useful information and consent forms including:

1. Data Capture Form
2. Registration Form
3. Permissions Form
4. Annual Health Declaration
5. Home School Agreement
6. Parent Helpers
7. Responsible Internet Use Form
8. Pupil Premium and Free School Meals
9. Privacy Notice

Please complete and sign and required information and return the finished booklet to the School Office.

Many thanks.



School Name:- ORCHARD LEA JUNIOR SCHOOL  
 Postcode:- PO15 6BJ

### DATA CAPTURE FORM

I give / do not give (please select) my permission for my email address and mobile number to be registered with TUCASI®.

**PLEASE COMPLETE IN BLOCK CAPITALS**

**Child's Details**

First Name																																	
SURNAME																																	
Form/Class																																	

First Name																																	
SURNAME																																	
Form/Class																																	

**Parent/Guardian Details**

Salutation		First Name																															
SURNAME																																	
Email Address																																	
Mobile Number																																	

Relationship to Child		Primary Contact (Tick)	<input type="checkbox"/>
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Salutation		First Name																															
SURNAME																																	
Email Address																																	
Mobile Number																																	

Relationship to Child		Primary Contact (Tick)	<input type="checkbox"/>
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Signature ..... Date .....

# Registration Form

PR/A \_\_\_\_\_

School \_\_\_\_\_

## 1. Child's:

Surname / family name on birth certificate \_\_\_\_\_ Male / Female

All forenames \_\_\_\_\_ To be known as \_\_\_\_\_

Date of birth \_\_\_\_\_ Ethnic origin \_\_\_\_\_

Birth certificate attached for checking: Yes  No  Religion \_\_\_\_\_

Home language \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Home telephone number \_\_\_\_\_

Date of arrival in UK (if relevant) \_\_\_\_\_

## 2. Parent(s) / Guardian(s): who share responsibility for the child.

Name of Father/Guardian	Name of Mother/Guardian
Mr _____	Mrs/Miss/Ms _____
Address _____ <i>(if not as above)</i>	Address _____ <i>(if not as above)</i>
_____	_____
Place of work/contact _____	Place of work/contact _____
_____	_____
Daytime Tel No (& Ext) _____	Daytime Tel No (& Ext) _____

### Emergency Contacts:

If day time contact is difficult please give two persons who may be contacted in an emergency to act on your behalf.

Name	Relationship	Daytime Tel No (& Ext)	Location of contact
1 _____	_____	_____	_____
2 _____	_____	_____	_____

## 3. Custody and Court Orders:

The school needs to know of any Court Orders affecting your child, please indicate whether any Order is in force for your child: Yes  No

If so, please specify (eg residence, contact/access, prohibited steps, specific issues) \_\_\_\_\_

Please indicate which Court made the Order and the date: \_\_\_\_\_

Child's surname \_\_\_\_\_ Male / Female Date of birth \_\_\_\_\_

Other names \_\_\_\_\_

Address \_\_\_\_\_

Any previous surname: \_\_\_\_\_

Name of previous school (if any) and address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School stamp

(This slip should be detached and forwarded as required to the District Health Authority by the Headteacher when the child has been admitted).

4. Other children in the family (ie names, relationship, ages)

5. Family doctor

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Other services

Other services that have been recently involved with the child (eg Social Services; Educational Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit; Diagnostic Unit etc)

6. Child's health Health concerns (eg hearing, sight, special conditions, need for regular medication etc). Attach additional details if necessary.

7. Previous and present schools attended: if any, including nursery school, playgroup, pre-school group.

School, playgroup etc.	Address	Date of admission	Date of last attendance	Reason for leaving

8. Other information

Is there any other information you feel we should be aware of (contact language; religious considerations relating to custom, dress or prohibition; special diet etc)? If either parent is a member of HM forces please give details.

Travel to School:    Walk                Car                Public transport   

Lunch arrangements:    Sandwiches        School lunch        Home           

**Note:** Completing this form does not necessarily imply the school has agreed to accept your child.  
This information may be stored electronically by the school.

Signature of parent / guardian \_\_\_\_\_

Date \_\_\_\_\_

Contact the school if you wish to talk about this form or would like to fill it in with the Headteacher



## **Permission for Local Visits, Photographs, Foodstuffs & Acknowledgement of the Home / School Agreement**

Dear Parent(s)

To reduce the amount of letters we send out every year regarding various permissions required from you, ie. educational visits (Henry Cort, Fareham Library, etc.), permission for photographs, website pictures, food tasting in school, etc., we have created the following form for you to complete, sign and return. This form will be used as the permission guide for your child from Year 3 up to Year 6. If you wish to make an amendment at any time please contact the office. We would also like you to sign to say that you have read and understood the terms of the Home / School agreement as outlined in the prospectus.

### **Please note signatures are needed for each of the agreements on the form**

For all off-site visits risk assessments are carried out, your child will always be supervised in line with Hampshire County Guidelines for off-site activities and you would know beforehand by letter.

This permission would only cover visits which do not involve transport and are within walking distance.

We may also want to record work, including productions, with digital photographs which we may use as part of displays around the school and to record what we have covered during the course of the year. This not only helps to make the learning environment a happier and more celebratory one, but also helps contribute to individual's self-esteem and to team morale.

Permission for these photographs falls into two separate categories:-

- This would cover photographs which would only be printed onto "hard copies".
- These could potentially be used either on our future website or in newspaper articles which feature us either in school or during visits.

We sometimes ask the children to taste foodstuffs as part of a study and we would also ask your permission for that. However, even if you give permission for this, we would still check their records first for any allergies and if there was any doubt we would not allow your child to taste any food even if permission has been given.

Yours sincerely

Mr Steve Summerton  
Headteacher



**Permission Slip**

I give permission for Child: \_\_\_\_\_ Year of Entry: 20.....

1. Take part in local visits

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

2. Have his / her photograph taken and printed on to a paper copy

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

3. \*\* Have his / her photographs / names taken and used on our website or within a newspaper article or other media such as Website, Video, TV or Radio

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

4. Allow for photographs / videos to be taken during any class / year group performance

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

5. Taste food / foodstuffs after the school records for allergies have been checked

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

6. To watch a PG rated film

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

7. \*\* Have his / her photographs / names taken and used on our social media sites including Facebook and Twitter

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

**Home School Agreement (Prospectus, page 21)**

I have read and understand the contents of the Home / School Agreement

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Please note: Your child's safety / protection is our main concern, therefore, your child's name will not be printed with their photograph.**

**If your child's name appears with their work then their picture / photograph will not appear.**



Please complete this questionnaire and return it to school.

It's important we support all children with medical conditions to access their education. Some children with medical conditions may need support or medication during school. Could you complete this questionnaire and return it to school as soon as possible so we can arrange any support needed.

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Home address: \_\_\_\_\_

<p>Does your child have a medical condition/health concern?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If yes, give details:</b></p>
<p>Does this medical condition/health concern need to be managed during the school day?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If yes, give details:</b></p>
<p>Does your child take medication during the school day?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If yes, give details:</b></p>
<p>Does your child have a healthcare plan that should be followed in a medical emergency?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If yes, give details:</b></p>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to discuss this information with the School Nursing service or other professionals involved in my child's care.

Signature(s) \_\_\_\_\_ Print name \_\_\_\_\_

[Parent/carer with parental responsibility]

Date \_\_\_\_\_ Contact number \_\_\_\_\_



YEAR 3 AND 4 HOME SCHOOL AGREEMENT



We regard this as an important agreement on how children, parents and the school work together to ensure that all children achieve their best.

Name of child: ..... Date: .....

As a school, we will	As a learner, I will	As a family, we will
<p>Provide a caring, happy and secure environment</p> <p>Encourage children to behave well and to do their best at all times</p> <p>Support and encourage children to reach the highest academic standards of which they are capable.</p> <p>Encourage children to be confident, responsible and independent members of our community</p> <p>Have a clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy.</p> <p>Inform parents of any concerns which affect the learning or behaviour of their child</p> <p>Offer a broad and balanced curriculum which meets the specific needs of the children.</p> <p>Support and encourage children to make positive choices, developing their social and emotional skills.</p> <p>Inform parents about their child's progress, celebrating their strengths and explaining how we can support them in their areas for development.</p> <p>Contact parents if there is a problem with a child's attendance or punctuality</p> <p>Set appropriate homework</p> <p>Communicate information about our school, the curriculum and relevant policies, through meetings, workshops, letters, emails, texts and open days.</p> <p>Offer opportunities for families to become involved in the life and work of the school.</p>	<p>Always try my best in my learning</p> <p>Be respectful to everyone and everything</p> <p>Speak kindly</p> <p>Always help and include others in work and play</p> <p>Listen to the person who is speaking to me and value their opinion</p> <p>Come to school regularly, be on time and ready to learn</p> <p>Complete homework and my reading record and bring them into school on time</p> <p>Wear the correct school uniform and bring all the equipment that I need every day</p>	<p>Encourage our child to always try their best and have a positive attitude</p> <p>Support the school's policies on behaviour</p> <p>Attend meetings to discuss our child's progress, learning and behaviour</p> <p>Inform the school of any concerns or problems which might affect our child's learning or behaviour</p> <p>Support our child with homework and other home learning opportunities and listen to our child read</p> <p>Ensure that our child wears the school uniform and is properly prepared for the school day</p> <p>Ensure that our child attends school regularly, arrives on time and is collected on time</p> <p>In case of absence, contact the school office by 9.30am</p> <p>Read letters, newsletters, texts, and emails which are communicated by the school and respond where appropriate</p> <p>Inform the school immediately of any changes to parents/carer and emergency contacts details</p> <p>Attend parent forums if we are available</p>
<p>Signature of teacher: .....</p>	<p>Signature of child: .....</p>	<p>Signature of parent: .....</p>



# Orchard Lea Junior School

Kennedy Avenue  
Fareham  
Hampshire  
PO15 6BJ  
Telephone: 01329 234471

Headteacher: Mr. S. Summerton  
Email: Adminoffice@Orchardlea-jun.hants.sch.uk

Website: www.orchardlea-jun.hants.sch.uk

## Parent Helpers

If you are able to help in school in any way we would be interested in hearing from you. It could be that you'd like to become a member of the PTA or that you have a particular interest or enthusiasm to share with our pupils or you might be able to give us a certain amount of time regularly each week to help with listening to children read.

As a parent helper we will require you to have a DBS disclosure. Applying for a new disclosure can be done electronically and is free of charge. You will be required to supply an email address to allow an application form to be sent to you. Please provide an email address as soon as possible. An email with the link to the application form will then be sent to you along with guidance on how to complete it and this must be actioned within seven days.

Electronically submitted disclosures can have a faster turnaround time, but if you are unable to complete this online, please let me know and we can supply you with a paper form.

If possible when completing form could you also call into the school office with three forms of identity please refer to DBS website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> for more details. Two forms of ID should be, for example, Passport and Driving licence or Birth Certificate. The other form of ID should be a utility bill less than 3 months old with current address on, or a bank or mortgage statement.

Any problems please let me know.

Sharon Wells  
Admin Manager

✂.....✂

## ORCHARD LEA JUNIOR SCHOOL - PARENT HELPERS

**Please return to school Office with three forms of identify for us to photocopy. Thank you**

I am interested in helping with (please tick box / boxes)

- |                                       |   |                                  |
|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> PTA          | <input type="checkbox"/> Art/Practical Work                           | <input type="checkbox"/> Reading |
| <input type="checkbox"/> School Trips | <input type="checkbox"/> School Environment (Gardening with children) |                                  |

Any particular interest or enthusiasm you might share with children (please state below)

.....  
.....

I \*have / \*have not been checked by the DBS (Disclosure and Barring service) ***\*Please delete as appropriate***

Parent's Name.....Address.....

Signed..... (Parent) Tel: .....

Child's Name..... Class.....

Email address:.....

Day & time available.....





Orchard Lea Junior School Responsible Internet Use

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- On a network, I will use only my own login, or class login and password, which I will keep secret.
- I will not look at or delete other people's files or download programs onto school computers.
- The messages I send will be polite and sensible; I will not post negative or personal comments about another person on the internet.
- Whilst on the computer, I will not give my home address or phone number, or arrange to meet someone and will abide by the rules learnt in school about using the internet safely.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher, another suitable adult or report it to CEOP if appropriate.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet or computers.

Signed:.....

Name: ..... Date:.....

## Pupil Premium and Free School Meals

If your child is eligible for 'free school meals' and you register them for this, we'll receive extra funding called 'pupil premium'. We use this extra money to improve the educational provision and resources at the school.

### **What is pupil premium funding?**

Pupil premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are registered for free school meals
- Have been registered for free school meals at any point in the past 6 years
- Are, or have been, in care
- Have parents in the armed forces

At Orchard Lea Junior School, we get an extra £1,345 for every eligible pupil who is registered for free school meals. This extra money could make a real difference to the quality of education we offer.

For example, we've previously used pupil premium funding for:

- Educational provision/resources
- Academic interventions
- Wellbeing and self-esteem building interventions
- Assistance with funding of school trips

### **Is my child eligible for free school meals?**

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per Month)

### **Does my child have to eat the free school meals?**

No. Pupils who are registered for free school meals don't have to eat them. If you're eligible but you want your child to have packed lunches you should still register because the school will receive the funding which can support your child in other ways.

### **How do I register?**

You only need to register once at the school.

To register, please complete the simple questionnaire at the following link:

<https://www.cloudforedu.org.uk/ofsm/hants>

Alternatively, visit the school office with your National Insurance number where the admin staff will do a quick online eligibility check on your behalf.

### **More information**

For more information about pupil premium go to our website, which contains details of how the pupil premium has been spent in the past academic year and how it will be spent this year.

If you have any questions or specific concerns, please contact Mrs E Thornbury, Deputy Headteacher, or the School Office.

Many thanks.





## Privacy notice for parents/carers – use of your child’s personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. We, Orchard Lea Junior School, are the ‘data controller’ for the purposes of data protection law. Our data protection officer is Sharon Wells (see ‘Contact us’ below).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services



- Administer admissions waiting lists
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

A copy of this schedule can be found on our website. If you'd like a printed copy, please contact the School Office

### **Who do we share pupil information with?**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- A list of other processors can be seen on the table below along with their privacy notices.

## Data Processors

This is a non-exhaustive list of those organisations with whom we may share your personal or special category data.

<u>Supplier</u>	<u>Privacy URL</u>
Cams Hill	<a href="http://www.camshill.com/wp-content/uploads/2017/10/privacy-notice.pdf">http://www.camshill.com/wp-content/uploads/2017/10/privacy-notice.pdf</a>
Capita (SIMS)	<a href="https://www.capita-sims.co.uk/privacy-notice">https://www.capita-sims.co.uk/privacy-notice</a>
Crofton School	<a href="https://www.croftonschool.co.uk/gdpr">https://www.croftonschool.co.uk/gdpr</a>
Eduspot (Teacher2Parents)	<a href="https://eduspot.co.uk/privacy-policy/">https://eduspot.co.uk/privacy-policy/</a>
Evolve	<a href="http://edufocus.co.uk/pages/evolve/gdpr.asp">http://edufocus.co.uk/pages/evolve/gdpr.asp</a>
Facebook	<a href="https://www.facebook.com/legal/FB_Work_Privacy">https://www.facebook.com/legal/FB_Work_Privacy</a>
Fareham Academy	<a href="https://445d4637-0b09-4b87-8d48-09ecf126df07.filesusr.com/ugd/544674_f7f251c72523414b9bafa58219855add.pdf">https://445d4637-0b09-4b87-8d48-09ecf126df07.filesusr.com/ugd/544674_f7f251c72523414b9bafa58219855add.pdf</a>
Hampshire County Council	<a href="https://www.hants.gov.uk/aboutthecouncil/privacy">https://www.hants.gov.uk/aboutthecouncil/privacy</a>
Junior Librarian	<a href="http://www.microlib.co.uk/home/privacy.aspx">http://www.microlib.co.uk/home/privacy.aspx</a>
Henry Cort Community College	<a href="https://www.henry-cort.hants.sch.uk/attachments/download.asp?file=1728">https://www.henry-cort.hants.sch.uk/attachments/download.asp?file=1728</a>
My Maths	<a href="https://global.oup.com/privacy?cc=gb">https://global.oup.com/privacy?cc=gb</a>
SPAG.org	<a href="https://www.spag.com/Content/data-sharing.pdf">https://www.spag.com/Content/data-sharing.pdf</a>
Survey Monkey	<a href="https://www.surveymonkey.co.uk/mp/legal/third-party-panelist-privacy-notice/">https://www.surveymonkey.co.uk/mp/legal/third-party-panelist-privacy-notice/</a>
Testbase	<a href="https://support.testbase.co.uk/testbase/tb/support/solutions/articles/4000118275-testbase-gdpr-faqs.html">https://support.testbase.co.uk/testbase/tb/support/solutions/articles/4000118275-testbase-gdpr-faqs.html</a>
The Literacy Spelling Shed	<a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>
Tucasi (Scopay)	<a href="https://www.tucasi.com/privacy-policy">https://www.tucasi.com/privacy-policy</a>
Twitter	<a href="https://twitter.com/en/privacy">https://twitter.com/en/privacy</a>
Yellow	<a href="https://www.smileyellow.com/privacy-and-cookies">https://www.smileyellow.com/privacy-and-cookies</a>

Further information regarding the data that we share and our legal basis for doing so can be obtained from the school office.

## Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. We share pupils' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### Data Collection Requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD) (see link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#) (see link: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>)

You can also [contact the Department for Education](#) with any further questions about the NPD (see link: <https://www.gov.uk/contact-dfe>).

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this



- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer, Sharon Wells.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer, Sharon Wells.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Sharon Wells at [adminoffice@orchardlea-jun.hants.sch.uk](mailto:adminoffice@orchardlea-jun.hants.sch.uk) or by phone on 01329 234471

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.*