

Infinity College Privacy Statement for a Consent Form Privacy Notice - Data Protection Act 1998

We Infinity College are the Data Controller for the purposes of the Data Protection Act. We collect information from you as an enrolled student, and may receive information about you from your previous school and outside agencies. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress and attendance;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes or may include your contact details, past assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. All personal data once collated is updated on the relevant systems and then stored securely in locked pupil files or in our secure online database systems. The data forms are retained as per our retention policy and then destroyed by shredding.

Personal data may be shared with the following software programmes for the purpose of pupil management, pupil attainment and progress management, communication management (texting, email, written and telephone), financial management and admin support

- Apprentysis: Pupil data management
- Paytostudy: Online payment system
- Google Drive Excel: Texting/Communication/Classroom Management/Results Monitoring
- Emails: Secure Gmail
- Assessments: Online Google Drive assessment submission and analysis

Data will only be shared with agencies for individual data needs and permission will always be sought from the adult student/parent/carer unless the law or school concern require the process to be over ruled. We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

If a parent/carer would like to see information on their child/ren, a Request Form for Subject Access to School Files should be completed. See the school website for a copy of the form and the procedures. We are required by law to pass some of your information to the Department of Justice and the Department for Education. If you want to see a copy of the information we hold and share about you then please contact Thomas Horgan(Director) or Michelle Budden(Centre Manager).

A copy of the following forms can be found on the website;

- Privacy Notice
- Request Form for Subject Access to School Files
- School Privacy Impact Assessment Procedure

I give my consent for my/my child's [delete as applicable] personal information to be used for the purpose described above. Please note you have the right to withdraw this consent at any time and you can do this by contacting us at address given below. This Privacy Notice and a blank pupil update will be sent home twice a year (September and March) giving all parents and carers the opportunity to review consent.

Tick here to confirm consent:

Signed:

Date:

PRINT NAME: