

## PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS



*This Privacy Notice has been written to inform parents and students of Cockermouth School about what we do with your personal information. This Notice may be subject to change. For the purpose of this Notice, where 'parent' is stated, this includes anyone with parental responsibility for a student such as birth or adoptive parent, foster carer (local authority or private), legal guardian.*

### WHO ARE WE?

Cockermouth School is a 'Data Controller' as defined by Article 4 (7) of UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data are processed. We have a responsibility to you and your personal data, and will only collect and use this in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with UK GDPR and the Data Protection Act 2018 and to advise on data protection procedures. If you would like to discuss anything in this privacy notice, please contact our school Data Manager on [dataoffice@cockermouthschool.org](mailto:dataoffice@cockermouthschool.org), or Veritau Ltd. Veritau's contact details are:

<p>Schools Data Protection Officer Veritau Ltd West Offices Station Rise York North Yorkshire YO1 6GA</p> <p><a href="mailto:schoolsDPO@veritau.co.uk">schoolsDPO@veritau.co.uk</a> 01904 554025</p> <p><i>Please ensure you include the name of your school in all correspondence</i></p>	The Veritau logo, consisting of a green circle with a white triangle pointing upwards and the word 'Veritau' in blue text to its right.
--	---

### WHAT INFORMATION DO WE COLLECT?

The personal data we collect about you includes (but is not limited to):

- Personal identifiers and contact details, including name, postal address, email address, phone number, date of birth and student number.
- Educational and assessment attainment, such as national curriculum assessments (Key Stage 2), Reading and Literacy assessments, academic progress data, GCSE and GCE results, and post-16 courses.
- Characteristics such as ethnicity, language, free school meal and pupil premium eligibility.
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended.
- Behavioural information, including management plans, exclusions and any relevant alternative provision put in place.
- Safeguarding information including, but not limited to, court orders and professional involvement and support.
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, care leavers and outcome information.
- Special Educational Needs and Disability information.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements.
- Photographs or video image and voice recordings for assessment and celebration, and CCTV footage for safety and security reasons (please see section on Student Images at the end of this Notice).
- Information relating to school trips and extra-curricular activities.
- Records of communications and interactions we have with you.
- Biometric data e.g. thumbprints or facial recognition.
- Medical information relevant to pandemic management, such as your vaccination status and positive test results (where relevant).
- E-monitoring information about your use of the school's network and IT systems.
- Financial information like bank details and entitlement to meals, transport and premium funding to manage catering, school trips etc.

## **PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS**

### **WHY DO WE COLLECT AND USE YOUR PERSONAL DATA?**

In order to fulfil official functions and to meet legal requirements, we process your information to:

- support student learning;
- meet our safeguarding obligation to students (e.g. food allergies, emergency contact details, CCTV);
- monitor and report on student attainment progress;
- provide appropriate pastoral care;
- assess the quality of our educational provision;
- meet the statutory duties placed upon us regarding DfE data collections;
- prevent the spread of infection and maintain adequate and safe student and staffing levels (during a pandemic);
- celebrate or promote the school, including in newsletters, on the school website and social media platforms, including for scientific interest or to record our own school history;
- control access to services e.g. biometric controlled catering services.

### **WHAT IS OUR LAWFUL BASIS FOR PROCESSING YOUR INFORMATION?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) – legal obligation
- Article 6(1)(e) – public task

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the school's Data Manager.

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing these data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) – reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 – statutory and government purposes
- Condition 10 – preventing or detecting unlawful acts
- Condition 18 – safeguarding of children and vulnerable people

### **WHO DO WE OBTAIN YOUR INFORMATION FROM?**

We normally receive this information directly from you, for example via admissions forms, or secure file transfer from a previous school. However, we may also receive some information from the following third parties:

- Department for Education (DfE).
- Local Authority.
- Other agencies working with the child/family, such as Children's Services, the Police, Health Services etc.

### **WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

We may share your information with the following organisations:

- Schools/education providers that the students attend after leaving us, to support their continuing education;

## PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS

- Our Local Authority, to ensure they can conduct their statutory duties such as under the [Schools Admission Code](#), including conducting Fair Access Panels, and careers guidance legislation;
- Department for Education (DfE), to help decide our school funding, monitor attainment & benchmark it nationally, compile league tables, develop national education policy and monitor it;
- National Health Service (NHS), for vaccinations, Education Health Care Plan (EHCP) provision;
- Government departments like UK Health Security Agency, local authority public health, and District Council Environmental Health Departments to comply with the law and support public health action;
- Youth support services, where relevant e.g. careers advice.
- Other agencies working with the child/family, where appropriate e.g. Children's Services.
- Exam Boards and other Awarding Bodies.
- School suppliers and IT applications, where necessary.

For more information on information sharing with the DfE please visit the [DfE website](#).

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging school trips. Appendix 1, at the end of this Notice, lists some of the other third parties with whom we share personal data for educational purposes.

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. The laws listed in this Notice that require us to collect information also require us to share it. Unless otherwise stated, data are transferred securely by hand delivery or registered post, via a government data transfer system like School to School, or via a contractor's secure data sharing system such as Wonde.

### Sharing with Youth Support Services

**Students aged 13+:** Once our students reach the age of 13, we pass information to our provider of youth support services (Inspira) as stipulated under section [507B of the Education Act 1996](#). The information provided is limited to the child's name, address, date of birth, and the name and address of a parent. Parental consent is not required to share these data but consent is required for any other information relevant to the provision of youth support services. The right of consent is transferred to the student once they reach the age of 16 (see consent form in Appendix 2).

**Students aged 16+:** We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services because they also have responsibilities in relation to the education or training of 13–19-year-olds under the same section 507B of the Education Act 1996. The information shared is limited to the student's name, address and date of birth, and the name and address of a parent. Parental consent to share these data is not required but we do need a student's consent to share any other information about them that is relevant to the provision of youth support services.

Providing this information enables Inspira to provide:

- youth support services;
- careers advisers;
- post-16 education and training providers.

All data are transferred to the youth support service (Inspira) via secure email or by Royal Mail delivery. For information on how data are stored by Inspira, please read the privacy notice on their website at: <https://www.inspira.org.uk/privacy-policy>.

For more information about services for young people, please visit:

- <https://www.inspira.org.uk> or
- <https://nationalcareersservice.direct.gov.uk/about-us/home>

**Department for Education:** The DfE collects personal data from educational settings and local authorities via various data collections. We are required to share information about our students with the DfE either directly or via our local authority for the purpose of those data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS

All data are transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section below.

**Local Authorities:** We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

### HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will retain your information in accordance with our Records Management Policy and Data Retention Schedule (<https://www.cockermouthschool.org/about-us/school-policies>). The retention period for most of the information we process about you is determined by statutory obligations. Any personal information, which we are not required by law to retain, will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

### INTERNATIONAL TRANSFERS OF DATA

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

### WHAT RIGHTS DO YOU HAVE OVER YOUR DATA?

Under the UK GDPR, parents and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This Notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

Please be aware that usually students are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with a student over this age if it receives a request to exercise a data protection right from a parent. All information requests should be made to the Data Manager, preferably in writing.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form or live chat on [Contact us | ICO](#).

## PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS

### CHANGES TO THIS NOTICE

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version. This privacy notice was last reviewed in March 2023.

### ADDITIONAL INFORMATION

#### HOW GOVERNMENT USES YOUR DATA

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school;
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or student progress measures);
- supports 'longer term' research and monitoring of educational policy (for example, how certain subject choices go on to affect education or earnings beyond school).

#### Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to: [www.gov.uk/education/data-collection-and-censuses-for-schools](http://www.gov.uk/education/data-collection-and-censuses-for-schools).

#### The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to: [www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information](http://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information).

#### Sharing by the Department

The law allows the DfE to share students' personal data with certain third parties, including:

- schools and local authorities;
- researchers;
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies;
- organisations fighting or identifying crime.

For more information about the DfE's NPD data sharing process, please visit: [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data).

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 students per year to the Home Office and roughly one per year to the Police.

For information about which organisations the DfE has provided with student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit: <https://www.gov.uk/government/publications/dfe-external-data-shares>.

#### How to find out what personal information the DfE holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they are holding it and any recipient it may be disclosed to ;
- for a copy of your personal data and any details of its source.

## PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS

If you want to see the personal data held about you by the DfE, you should make a 'subject access request' to them. Find out how in the DfE's personal information charter published at:

[www.gov.uk/government/organisations/department-for-education/about/personal-information-charter](http://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)

To contact the DfE go to: [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe).

### THE USE OF YOUR CHILD'S NAME, IMAGE AND VOICE

We don't need parental consent to use personal data, including image or voice recordings when we use it for education purposes. Using the names, images and voices of students in their work and in displays inside school is a fundamental part of their education, personal development and how we celebrate them. This does not affect your or your child's statutory rights (described above). Anyone can raise any concern with any member of staff about our use of their or their child's data at any time and we must ensure the rights of the individual are upheld if we have no good reason to refuse.

We **do** need parental consent to use personal data for other reasons such as marketing or self-promotion in publications and on websites or social media platforms directly managed by us or, with our permission, by others associated with us, and this may include pictures that have been drawn by students. Images that might cause embarrassment or distress will not be used, nor will image or voice recordings of your child be associated with materials or issues that are considered sensitive. You can ask to see any images that we hold of your child at any time.

Photography, audio recording or filming will only take place with the permission of the Headteacher or other senior manager, and under appropriate supervision.

Regardless of who is doing the publishing, our policy is that students will only be named if there is a reason to do so (e.g. they have won a prize), and no other personal details will be published or given out. If names will or might be published, e.g. in a newspaper article, we will check that you have given the appropriate consent at the time and before the publishing happens. It is important to understand that if you do consent, the images and your child's name will appear in local or national newspapers and worldwide online.

If you attend Cockermouth School functions and wish to take images of your child, please be sensitive to other people and try not to disrupt concerts, performances and events. Please also bear in mind that you may capture other people's children so make sure images are appropriate. **If you, or your child, intend to share images, you can only share them publicly (i.e. post them to social media) with the express permission of the parents of everyone in the images.**

Please also note that we ask all parents and students to support our approach to online safety and not upload or post to the Internet any pictures, audio, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute. If these rules are not respected, governors reserve the right to stop everyone from recording school events.

Consent for the use of images for the marketing and promotion of the school is sought via the Parental Consent form, which can be found at the end of this Notice (Appendix 2). This form also includes consent for Educational Visits, Emergency Pain Relief, Youth Support Services and Biometric Data. Consent, once given, can be withdrawn at any time by contacting the school Data Office on [dataoffice@cockermouthschool.org](mailto:dataoffice@cockermouthschool.org).



**APPENDIX 1: Sharing data with other third parties**

It may be necessary to share data with some third parties outside of the DfE who, for example, provide software that helps with the day-to-day running of the school. This is not an exhaustive list and will be updated periodically. Examples and context include:

<b>Third Party</b>	<b>Context</b>
Access-IT Software Ltd	Library Management System.
Alchemy Gold Ltd	ALPS - analytical tool for Key Stage 4 & 5 progress monitoring.
Apple Inc	Apple School Manager
The British Sports Trust	Sports Leaders UK - student name, date of birth and school email for those taking part.
The Careers & Enterprise Company	Compass + Education Supply Services.
Cater Link Ltd	School catering: student allergy information. Cashless Catering.
CPOMS (Meritec Ltd)	Safeguarding monitoring: includes sensitive and child protection information.
CRB Cunningham's	Biometric data for cashless catering.
Cumbria Collaborative Outreach Programme	(CCOP) University of Cumbria – Hello Future, supporting students who are disadvantaged based on postcode to improve access to higher education.
Cumbria County Council	SEND & sixth form transport information. Switch Access System – child protection data sharing.
Cumbria Work Experience	Work Experience website/database in partnership with CEBP.
Duke of Edinburgh's Award	Personal data of students taking part in the D of E Award Scheme.
Education Software Solutions (ParentPay)	School Information Management System including: SIMS.net (student database), Lesson Monitor (attendance), Nova T6 (Timetable), Assessment, Curriculum Management.
Edukey Education Ltd	Class Charts: seating plans, behaviour & attendance; Provision Map Writer. Literacy Assessments.
Edukit Solutions Ltd	Edukit: Interventions and Pupil Premium logging.
EduLink One (Overnet Data)	Parental Engagement (messaging, data collection), registers, assessment.
Evolve	Educational visits online.
Exam Boards	AQA, OCR, EdExcel, TLM, WJEC. Student personal data required for exam entries and certificates.
Facebook Inc	Department pages – locked accounts for invited staff & students.
FFT Aspire	Attendance Data Analysis.
Firefly Learning Ltd	Virtual Learning Environment: parent and student access to timetables, homework, contact details. Resource sharing for staff.
GL Assessment	Cognitive Ability Testing for students. Dyslexia testing.
Google LLC	Google Suite: Google document storage and sharing.
Independent Appeals Panel	Helen Hinvest: student data provided in support of admissions' appeals.
Inspira	Youth support services and careers advice.
Inventry Ltd	InVentry: sign-in solutions (visitors, staff, students).
IRIS Software Group Ltd	Truancy Call / Looked After Call
JAMF Software LLC	Jamf School (iPad – managing user groups etc)
Kym Allan Associates	Health & Safety consultant. Student data for educational visits (Evolve).
Microsoft UK	Microsoft Office 365/One Drive.
National Centre for Social Research	Englishmastery.natcen.ac.uk – Year 7 student details (unless opted out) for English research trial.
NHS (England) / Public Health England	School Nurse: names, dates of birth, addresses, medical information. COVID-19 Track and Trace
PaperCut	Document scanning software – held by PaperCut (encrypted) for 24 hours, then deleted.
Renaissance Learning UK	Accelerated Reader.
Sage UK Ltd	Finance Software (student details for bursaries).
School Cloud Systems Ltd	Online Parents' Evening booking system.
SISRA Ltd	Student progress data analysis.
sQuidcard Ltd	Online payment service: cashless catering and school trips.
Start (U-explore Ltd)	Careers guidance website

## PRIVACY NOTICE (HOW WE USE YOUR INFORMATION): STUDENTS & PARENTS



Third Party	Context
Subject Software and Online Learning Tools	<p><b>ArcGIS (ESRI):</b> Geography</p> <p><b>BandLab for Education</b> Create music online</p> <p><b>Bebras</b> Computer Science</p> <p><b>Carousel Learning</b> Science assessment</p> <p><b>Classoos UK Ltd</b> Online virtual textbooks</p> <p><b>Code Combat</b> Code.org – Python programming for Computer Science</p> <p><b>Craig ‘n’ Dave</b> IT revision/classroom resources</p> <p><b>Creative Learning Solutions</b> Food &amp; Nutrition</p> <p><b>Doublestruck Ltd</b> Exampro &amp; Testbase – exam preparation tools</p> <p><b>Dr Frost Maths</b> Maths Assessment</p> <p><b>Duolingo</b> Languages</p> <p><b>Educake Ltd</b> Science Assessment</p> <p><b>Eedi Ltd</b> Maths Assessment/Quizzes</p> <p><b>EPI Language Learning Group</b> The Language Gym</p> <p><b>Fast Tomato</b> Personal Development</p> <p><b>Gapminder</b> Geography quizzes</p> <p><b>Headstart (annafreud.org)</b> Personal Development</p> <p><b>H &amp; A Learning Ltd</b> HegartyMaths / Wonde – online learning tool</p> <p><b>Hachette UK Ltd</b> Hodder Education – dynamic learning, online textbooks</p> <p><b>History homework.com</b> History resource cupboard</p> <p><b>iDEA</b> Computing</p> <p><b>isaacphysics.org</b> Exam resources (DfE project with Cambridge University)</p> <p><b>Kahoot! AS</b> Psychology</p> <p><b>Memrise Ltd</b> Computer Science, Geography, Languages</p> <p><b>No More Marking</b> English assessment</p> <p><b>mrfrazer:</b> Computer Science</p> <p><b>Open University</b> OpenLearn – Music (during school closure)</p> <p><b>Oxford University Press:</b></p> <p><b>Kerboodle</b> Computer Science, Languages, Psychology</p> <p><b>MyMaths</b> Mathematics</p> <p><b>Pearson Education Ltd</b> ActiveLearn – History, Mathematics</p> <p><b>Quizizz Inc</b> Recall tests - Geography</p> <p><b>Quizlet</b> Computer Science, Psychology</p> <p><b>Ridgwell Press Ltd</b> The Nutrition Program – Food &amp; Nutrition</p> <p><b>Seesaw Learning Inc</b> Food Technology</p> <p><b>Seneca Learning Ltd</b> Revision &amp; homework (English &amp; History)</p> <p><b>Sparx Maths</b> Maths assessment</p> <p><b>TED-ed</b> Geography</p> <p><b>Vespa Mindset</b> Sixth Form PD</p> <p><b>Virtual College</b> Food &amp; Nutrition</p>
Tempest Photography	School photographs. Photos are encrypted.
Twitter Inc	Department accounts for sharing student success
UCAS	University and college applications.
Unifrog Education Ltd	University and college applications/enrichment activities, destinations, future choices.
West Cumbria Learning Centre (WCLC)	Pupil Referral Unit – sharing of data for dually-registered students (legal obligation), and progress data for students who have returned to mainstream schooling (public task).
Wheeler’s Book Club Ltd	e-platform for reading books.
Wonde Ltd	Secure data transfer between the school’s database and third-party products such as Class Charts and EduLink.
Young Enterprise	young-enterprise.org.uk



APPENDIX 2: Parental Consent Form

COCKERMOUTH SCHOOL PARENTAL CONSENT FORM			
Student's Full Name:			
Date of Birth:		Reg Group:	
EDUCATIONAL VISITS			
<p>This consent will last while your child is with us at Cockermouth School, but it is good practice for us to check your consent still applies when we offer residential or adventurous visits. When we tell you about them, we will ask for current information about your child, e.g. updated medical needs, sleepwalking, swimming ability etc, and offer you the chance to withdraw your consent. You should also complete and return any slip provided at that time.</p> <p><b>DECLARATION (please tick only one box):</b></p> <ul style="list-style-type: none"> <li>• <b>I CONSENT</b> to my child taking part in school trips and other activities that take place off-site <b>and</b> to them being given urgent medical or dental treatment or necessary pain relief during any trip or activity. <input type="checkbox"/></li> <li>• <b>I DO NOT CONSENT</b> to my child taking part in school trips and other activities that take place off-site <b>and</b> to them being given urgent medical or dental treatment or necessary pain relief during any trip or activity. <input type="checkbox"/></li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>• All trips and activities are covered by this consent and will include;                             <ul style="list-style-type: none"> <li>○ all visits (including residential trips) which take place during the holidays or a weekend,</li> <li>○ adventure activities at any time <i>and</i></li> <li>○ off-site sporting fixtures outside the normal school day.</li> </ul> </li> <li>• School will provide me with information about each trip or activity before it takes place.</li> <li>• I can inform school that I <b>do not</b> want my child to take part in a particular trip/activity and I should do so in writing.</li> <li>• I <b>must</b> ensure that I and my child understand and agree to abide by any trip Code-of-Conduct.</li> <li>• I <b>must</b> keep school informed if any medical information I have provided becomes out-of-date or where religious beliefs may impact on any medical treatment my child may receive.</li> <li>• I <b>must</b> keep school informed if any emergency contact information I have provided becomes out-of-date or does not apply to a particular trip and I must provide alternatives as necessary.</li> <li>• All school activities are appropriately insured. I also understand the extent and limitations of this insurance (details available on request).</li> </ul> <p><b>Medical Information:</b> please list details of any medical conditions (including allergies and travel sickness) that your child suffers from, and any medicines with dosage etc. that they should take during off-site activities including those outside school hours or overnight – attach additional sheet if necessary.</p>			
USING OUR WEBSITE OR A MOBILE APP TO STAY IN TOUCH			
<p>To keep up-to-date with information about Cockermouth School, particularly activities, visits and fixtures (*please delete as applicable):</p> <ul style="list-style-type: none"> <li>• I <b>can / cannot*</b> use the school website.</li> <li>• I <b>can / cannot*</b> use the school apps (e.g. Firefly, EduLink)</li> </ul>			
EMERGENCY CONTACTS		Contact One:	Contact Two:
Contact Name:			
Relationship to Student:			
Home Telephone:			
Work Telephone:			
Mobile Telephone:			

**PARENTAL CONSENT FORM cont'd**

**USE OF YOUR CHILD'S IMAGE AND VOICE FOR MARKETING / SOCIAL MEDIA**

Please read the three statements below and tick the relevant column to indicate your consent for each one:	I Consent	I Do Not Consent
<ul style="list-style-type: none"> <li>Image and voice recordings of my child being published in media used for official school purposes in line with school policy, which school directly controls and which will <b>never be published online</b> by school e.g. the promotional montage video that plays on repeat in reception, promotional leaflets and banners.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Image and voice recordings of my child being published in media, which school directly controls and which <b>will be published online</b> and therefore be available worldwide e.g. the prospectus, the school website, school social media sites (Facebook, Twitter, Instagram etc).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Image and voice recordings of my child being published in media which school does <b>not</b> directly control i.e. outside organisations which school has carefully selected and which <b>will be published online</b> e.g. news media, other school websites publicising events that your child participated in, external sporting events, external drama or music events etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that any image or voice recordings I might make at Cockermouth School events must not be used inappropriately **and** that they cannot be shared publicly without suitable consent from everyone in them. I also understand that if these rules are not respected, governors reserve the right to stop everyone from recording school events.

**NECESSARY PAIN RELIEF (Paracetamol)**

We will not give your child any medicine, including necessary pain relief, unless it is in line with our *Supporting Students with Medical Conditions Policy* **and** you give your express consent here (**tick only one box**):

- I CONSENT** to my child receiving necessary pain relief medicine (Paracetamol) in line with the school policy and as per my instructions or those of a medical practitioner.
- I DO NOT CONSENT** to my child receiving necessary pain relief medicine (Paracetamol) in line with the school policy.

I understand that if my child will require the regular administration of medicine at school, even for a limited time, I **must** complete another form with full details (available from the Data Office or Student Services).

**YOUTH SUPPORT SERVICES (INSPIRA) INFORMATION SHARING**

Consent to share data other than name, date of birth and address with Inspira. Students over the age of 16 can consent themselves (**tick only one box**):

- I CONSENT** to the sharing of my / my child's data as required by Inspira.
- I DO NOT CONSENT** to the sharing of my / my child's data (other than name, date of birth and address) as required by Inspira.

<b>Student Signature</b> <small>(if over 16 only)</small>	<b>Date:</b>	
--	--------------	--

**BIOMETRIC CASHLESS CATERING AND LIBRARY MANAGEMENT SYSTEM**

- Tick only one box:**
- I CONSENT** for the biometric data of my child to be used by Cockermouth School for use as part of a recognition system for cashless catering and library management.
  - I DO NOT CONSENT** for the biometric data of my child to be used by Cockermouth School for use as part of a recognition system for cashless catering and library management.

**Parental Signature: the signature below covers all consents listed in this notice**

<b>Signed:</b>	<b>Date:</b>	
<b>Print Name:</b>	<b>Relationship to Child:</b>	

When completed, please return this form to:

- The Data Office, Cockermouth School, Castlegate Drive, Cockermouth CA13 9HF

The form can also be scanned/photographed and emailed to: [dataoffice@cockermouthschool.org](mailto:dataoffice@cockermouthschool.org). Be aware that, whilst Cockermouth School's email server is secure, we cannot be responsible for the security of your own email provider.