

Dean Trust Wigan Data Collection Form

Please complete all sections in **BLOCK CAPITALS** using a blue or black ballpoint pen.

STUDENT'S SURNAME:	STUDENT'S LEGAL SURNAME:
STUDENT'S FORENAME(S):	STUDENT'S PREFERRED FORENAME:
DATE OF BIRTH:	GENDER:
HOME ADDRESS:	
POSTCODE:	
PREVIOUS SCHOOL:	

DOES THE STUDENT HAVE A PARENT/CARER IN THE ARMED FORCES?

PLEASE GIVE DETAILS BELOW OF ALL PERSONS WHO HAVE PARENTAL RESPONSIBILITY AND ANYONE ELSE THAT YOU WISH TO BE CONTACTED IN AN EMERGENCY. PLACE THEM IN THE ORDER THAT YOU WISH FOR THEM TO BE CONTACTED IN CASE OF EMERGENCY.

WE REQUIRE AT LEAST ONE CONTACT NUMBER FOR A PARENT/CARER, TO ENABLE US TO CONTACT YOU IN CASE THE STUDENT IS ILL AND FOR COMMUNICATION AND CORRESPONDENCE.

PRIORITY	FULL NAME & TITLE (IE MR JAMES SMITH)	RELATIONSHIP TO STUDENT	HOME ADDRESS	TEL HOME	TEL MOBILE	TEL WORK

EMAIL ADDRESS OF PARENT/CARER:

NAME(S) OF BROTHERS OR SISTERS AT DEAN TRUST WIGAN:

ANY SPECIAL DIETARY NEEDS:

MEDICAL PRACTICE:

MEDICAL CONDITIONS (GIVE DETAILS):

ETHNICITY: RELIGION:

FIRST LANGUAGE(S):

PARENTAL CONSENT DETAILS ON PARENTAL CONSENT FOR BIOMETRICS & PHOTOGRAPH USE ARE ON THE REVERSE OF THIS FORM

BIOMETRIC SYSTEMS: DO YOU CONSENT TO YOUR CHILD USING BIOMETRIC SYSTEMS FOR CURRENT OR FUTURE USE OF CASHLESS CATERING, LIBRARY MANAGEMENT, PRINTING, DOOR ACCESS, LOCKERS, AND E-REGISTRATION SYSTEMS WHILST AT DEAN TRUST WIGAN?	<input type="checkbox"/> YES, I CONSENT	<input type="checkbox"/> I DO NOT CONSENT
PHOTOGRAPH AND VIDEO USE: DO YOU CONSENT TO DEAN TRUST WIGAN TAKING AND STORING YOUR CHILD'S PHOTOGRAPH AND RECORDING YOUR CHILDS IMAGE ON VIDEO/ WEBCAM, FOR USE IN THE FOLLOWING MEANS:		
• INTERNAL USE - FOR EXAMPLE, DISPLAY BOARDS AND TVS (IN AND AROUND SCHOOL)	<input type="checkbox"/> YES, I CONSENT	<input type="checkbox"/> I DO NOT CONSENT
• EXTERNAL USE – FOR EXAMPLE, DEAN TRUST WEBSITE, SOCIAL MEDIA PAGES, PROSPECTUS, SCHOOL NEWSLETTER	<input type="checkbox"/> YES, I CONSENT	<input type="checkbox"/> I DO NOT CONSENT

You can withdraw your consent to any of the above, at any time, by writing to the school directly and requesting this information be removed

PARENT/CARER'S SIGNATURE

PRINT NAME

DATE

Parental Consent

Biometric Systems

At Dean Trust Wigan we use a voluntary biometric recognition system. This is used with teaching and administration systems such as cashless catering and access to ICT resources and could develop further at Dean Trust Wigan for library management, printing, door access, lockers and e-registration systems.

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only used by Dean Trust Wigan to confirm who is using a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

We find that using biometrics provides Dean Trust Wigan with a number of very significant benefits including:

- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs.
- Reduction in the need for cash handling.
- Students who are in receipt of free school meals are not identified as they do not need to present a free school meals pass at the till.
- Reduction in queuing time.

Dean Trust Wigan will not use the biometric information for any purpose other than that stated above. Dean Trust Wigan will store the biometric information collected securely in compliance with the General Data Protection Regulation. Dean Trust Wigan cannot share this information with any other agency for any purpose and will not unlawfully disclose it to any other person. In order to comply with the provisions of the Protection of Freedoms Act 2012 (detailed below), we need permission from a parent/carer in order for students to use the biometric system. Please identify using the tick boxes on the data collection form overleaf whether you consent to the use of the biometric system or not whilst your child is a student at Dean Trust Wigan. Parents/carers can withdraw this consent at any time in writing. Biometric data will be permanently deleted when a student leaves Dean Trust Wigan, or if for some other reason they cease to use the biometric system.

The Protection of Freedoms Act 2012

This legislation requires Schools/Academies to:

- Inform parents about the use of biometric systems in the school/academy & explain what applications use biometrics.
- Receive written permission from one parent if the school/academy is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.
- If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, such as an Identity Card, we will provide reasonable alternative arrangements that allow them to access current and future services.

Photograph Use

Occasionally, we may take photographs of the students at Dean Trust Wigan. We may use these images in printed publications that we produce, as well as on our website or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, Dean Trust Wigan may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Please note that the press may want to include the names and personal details of children and adults in the media.

We will not use the personal details or full names (first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter to parents if the student has won an award.

We may use group or class photographs or footage with very general labels, such as "a science lesson" or "sports day".