



Glenfield Primary School

(Part of the Scholars Academy Trust)

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Headteacher: Mrs. Kathy Martin
Deputy Headteacher Miss Sukhi Kaur

Data Collection Sheets

Dear Parents and Carers,

It is really important that we have up to date information about each child, particularly with regards to emergency contact details or about medical conditions.

We can now collect all relevant information using one form.

Please return these forms to the school office as soon as possible, so that we can ensure all details we hold are accurate.

Glenfield Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To contact parents/carers with updates, news about the school

Yours sincerely

Kathy Martin
Headteacher