

## SUPPLEMENTARY INFORMATION FORM

This form must be completed when applying for a place in a Catholic School in The Archdiocese of Southwark. Please complete and sign the form below and hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference and forward the form to the school to which you wish to apply. If you are not a Catholic, please hand the form to your minister or equivalent who will add his or her reference.

*We will process personal and sensitive data relating to you in accordance with our Data Protection Policy and in accordance with data protection laws.*

*For further privacy information, please visit our website: [www.st-philomenas.bromley.sch.uk](http://www.st-philomenas.bromley.sch.uk)*

### PART ONE - To be completed by the **parents or guardians**

School to which you are applying: ST PHILOMENA'S CATHOLIC PRIMARY SCHOOL

Address of School: CHELSFIELD ROAD, ORPINGTON, KENT, BR5 4DR

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child \_\_\_\_\_

Religion: \_\_\_\_\_ Boy \_\_\_ Girl \_\_\_

Date and place of Baptism (if applicable): \_\_\_\_\_

(If Catholic, please show your parish priest or the priest at your normal place of worship, a certificate of baptism in a Catholic church or a certificate of reception into full communion with the Catholic Church or other evidence of baptism)

Parents' or carers' names: \_\_\_\_\_

Parents' or carers' religions: \_\_\_\_\_

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

Contact numbers: \_\_\_\_\_ (Mother/Father/Carer)

If Catholic, indicate which Mass you normally attend (time): Saturday Evening/Sunday at \_\_\_\_\_

Parish in which you live (eg St Joseph's, St Mary Cray) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years

How often do you attend Mass? \_\_\_\_\_ weekly \_\_\_\_\_ once or twice a month \_\_\_\_\_ less often

Details of brothers and sisters who will be attending St Philomena's CP School at the time of the applicant's proposed admission:

Name	Date of birth
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_____	_____
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_____	_____
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Brothers and sisters means children who live as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would NOT include other relatives, e.g. cousins.

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_

**PART Two A - To be completed by the Catholic priest only**

<p>Is the family known to you?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>Regular attendance at Mass <input type="checkbox"/> (i.e every Saturday evening or Sunday)</p> <p>Occasional attendance at Mass (i.e once or twice a month) <input type="checkbox"/></p> <p>Irregular attendance at Mass (i.e Less than once a month) <input type="checkbox"/></p> <p>Not Known <input type="checkbox"/></p>	<p>Is the child known to you?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>Regular attendance at Mass <input type="checkbox"/> (i.e every Saturday evening or Sunday)</p> <p>Occasional attendance at Mass (i.e once or twice a month) <input type="checkbox"/></p> <p>Irregular attendance at Mass (i.e Less than once a month) <input type="checkbox"/></p> <p>Not Known <input type="checkbox"/></p>
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Comments (on Mass attendance only)

I am satisfied that the child is a baptised Catholic/enrolled catechumen

I am satisfied that the child has been received into full communion with the Catholic Church.

Priest's name: \_\_\_\_\_

Parish (if any): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

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

Parents/carers from other denominations or faiths should hand this form to their minister or equivalent who should complete the section below and return it as soon as possible to the school indicated over

**PART Two B - To be completed only by a minister or equivalent**

I confirm that this child/family is known to me and they are committed members of our faith community

I confirm that this family are members of our faith community

The Family is not known to me

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

Position: \_\_\_\_\_ Parish or organisation: \_\_\_\_\_

Please provide any further information you may feel relevant to this application on a separate sheet.

**Instructions to the priest, minister or other faith leader: Please complete and return this form without delay to the Clerk to the Governors at the Catholic school indicated overleaf. Do not return the form to the parents or carers.**

## **Privacy Notice for St Philomena's CP School**

St Philomena's CP School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

**Who Collects This Information** St Philomena's CP School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

### **The Categories Of Pupil Information That We Collect, Process, Hold And Share**

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information and Relevant medical information;
- Special categories of personal data (including [biometric data, ethnicity, relevant medical information, special educational needs information]);
- Images of pupils engaging in school activities,
- Information about the use of our IT, communications and other systems, and other monitoring information;

**Collecting This Information** Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

**How We Use Your Personal Information** We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

**The Lawful Basis On Which We Use This Information** We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996 : for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

**Sharing Data** We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other Schools that pupils have attended/will attend;
- NHS and Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

**Why We Share This Information** We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share students data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**Storing Pupil Data** The School keep information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let Miss Veronica Maher know so that we can provide you with a copy of our policy.

**Automated Decision Making** Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

**Security** We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

**The National Pupil Database** The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis and producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

**Requesting Access To Your Personal Data** Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact Miss Veronica Maher.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact Miss Veronica Maher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right To Withdraw Consent** In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Miss Veronica Maher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**Contact** If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Miss Veronica Maher in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Miss Veronica Maher, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com) Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

**Changes To This Privacy Notice** We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. (Reviewed annually).