Our Lady & St Kenelm Primary School (OLSK)

"Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ."

CONSENT FORM – PUPIL PERSONAL DATA (Revised for GDPR Compliance)

During your son's/daughter's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided to you and them in relation to the use of this information, which is also available on the OLSK website;

www.our-lady.dudley.sch.uk

See Key Information\Data Protection

At some point in your son/daughter's development the School considers that it may be appropriate for you as a parent or guardian to discuss the completion of this form with them. The School respects that the timing of this is a matter for you to decide.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached, then this will not affect your child's place at the School. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

Our Lady & St Kenelm has measures in place to prevent the misuse of images/videos of its pupils, which include our Home School Agreement, Safeguarding Policy, E-Safety Policy and Data Protection Policy, each of which conform to current ICO guidance. These are amended from time to time as required by law or identified best practice.

The School will seek your consent to use imagery and photographs of pupils which are published externally.

Where such consent is granted, Our Lady & St Kenelm's may provide photographs and videos to the media, or may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media OLSK has no control over these.

To be completed by parent/carer:

Student Full Name: _____

Date of Birth: _____

Celebrating Your Child's Achievements and Reporting on Events

As a School we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the School and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	**No**
In order to celebrate my child's achievements, I am happy for the School to use: • Photographs of my child • Videos of my child		
The following information may be used with the above: • Name • Class • Year Group		
I am happy for the following information to be used <u>but only without</u> photographs or videos of my child: • Name • Class • Year Group		
I am happy for the information selected above to be used: • On internal screens which may also be viewed by visitors to the school site [and/or on internal notice boards] • On the School network • On the School website • On the School social media sites • In local news media – newspapers, websites and television • In national news media – newspapers, websites and television		

Promoting the School

We want to be able to promote the School to attract new pupils, and to show the quality of the School. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus.

	Yes	**No**
I am happy for the information selected below to be used for the purpose of promoting the School: • Photographs of my child • Videos of my child		
The following information may be used with the above: • Name • Class • Year Group		
I am happy for the following information to be used but only without photographs or videos of my child: • Name • Class • Year Group		
I am happy for the information selected above to be used: • On the School website • In the School prospectus		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please obtain and complete a Data Permissions Revision Form which is available from the school reception office. We require a signed copy to be submitted to the school main reception or via post addressed to:

Designated School Data Champion – to be confirmed. In the meantime, contact Mrs Finnegan, Head teacher.

This consent will otherwise continue until your child leaves the School or your child reaches the age of 16 years old at which point the School will seek consent directly from your child in relation to the above matters.

The School may be required to reaffirm consent at appropriate points as required by the changing landscape of European and UK law, including when a child reaches a point at which they are considered to be able to consent on their own behalf.

Signed: _____

Name: _____

Date: _____