



## Parental consent form

This form explains the reasons why and how St. Elizabeth's Catholic Primary School may use your family data. Please read the form thoroughly and outline your agreement as appropriate. Please note, that each child in a family will require their own consent form.

### **Why do we need your consent?**

St. Elizabeth's Catholic Primary School requests the consent of parents on an annual basis to use data for a variety of different purposes.

Without your consent, the school will not use your family data for the activities named below. Similarly, if there are only certain conditions under which you would like data of your child to be used, the school will abide by the conditions you outline in this form.

### **Why do you we use your family data?**

#### Photographs and images

St. Elizabeth's Catholic Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text unless explicit consent has been gained from the parent for that specific purpose.

St. Elizabeth's Catholic Primary School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

### **Who else uses images and videos of your child?**

Occasionally the school is visited by local media and press, who take images of school events, such as sports days. Pupils will appear in these images and videos where consent has been granted below, and these may be published in local or national newspapers, or

on approved websites. The following organisations may use images and videos of your children:

- Tamworth Herald
- Academy Photography

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

### **What are the conditions of use?**

- This consent form is valid for the current 2017/2018 academic year and the academic year 2018/2019.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- School will store all data securely on the school's information system (SIMS) and in locked cupboards when in paper form.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

### **Contact information**

The school will use the names, addresses, email address and phone numbers provided by parents/carers for a variety of purposes. Firstly, this will be used for emergency purposes if your child is injured or unwell. School does not require consent for using your details for this purpose. Nor will school require consent for sharing contact details with children's services if it considers there to be a safeguarding issue. In order to meet its legal obligation of care, school will use contact information to discuss specific issues relating to pupils when required.

However, there are certain uses of contact information that school requires consent for. School will use your contact information for the following reasons:

- Newsletter
- Letters home regarding trips and class activities

We will also require consent to pass on you details to any third parties, these include:

- 'Friends' of St Elizabeths in order for you to receive information regarding after school/weekend events your child may wish to attend.
- Parish of St John the Baptist and Sacred Heart, Tamworth in relation to sacramental preparation

### **Other information**

There are occasions when we will use your child's name in order to access sites or apps which will require log on details and will support your child's education, these will include;

- Active learn
- Spag.com
- Achieve '100'

School uses other third party technology systems to support school finance and communication. These are Parentpay and Teachers2parents. In order to activate these systems your consent is required to share the necessary contact details.

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

The school will only use data, contact details, names for the conditions that you provide consent for.

### **Refreshing your consent**

This form is valid for the entire academic year, 2017/2018 and 2018/2019- it will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur - this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used

- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

### **Withdrawing your consent**

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any data that have been shared prior to withdrawal.

### **Next steps**

Please complete the attached form and return to school by Thursday 24<sup>th</sup> May 2018.

Name of child.....

I provide consent for St. Elizabeth's school to:	Yes	No
Use images of my child for internal purposes such as classroom displays and in workbooks		
Use images of my child on the school website.		
Use videos of my child on the school website.		
Using images/videos of my child on social media, including Twitter		
The local media using images of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
Using images of my child in marketing material, e.g. the school brochure and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the name and class details		
Using my contact details for the distribution of the school newsletter via email.		
Using my contact details for the distribution of letters home regarding trips and class events via email.		
Share my child's name with the 'Friends' (PTFA) to allow registers to be created for children's events.		
Sharing my contact details with the Parish of St John the Baptist and Sacred Heart for the purposes of sacramental preparation		
Using my child's name to create log on details for school approved games, websites and apps ( <b>only</b> including the organisations outlined above).		
Sharing my contact details with Parentpay to allow me to have access to the school's electronic payment system		
Sharing my contact details with Teachers2parents to allow me to receive information via text message		

All the consent information given above has been given freely and I understand I can withdraw my consent at any time by contacting the school office. If I have any queries regarding consent I can contact the school for more information.

Name of parent/carer.....Signature.....

Date.....