

West Tyne Church Schools



Images and videos parental consent form

This form explains the reasons why and how West Tyne Church Schools may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

| | |
|-----------------|--|
| Name of parent: | |
| Name of pupil: | |
| Year: | |

Why do we need your consent?

West Tyne Church Schools requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

West Tyne Church Schools 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.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

West Tyne Church Schools 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?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, 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:

- Hexham Courant and Cumbria and Westmoreland Herald
- Henshaw CofE Primary School and Greenhead CofE Primary School websites
- Henshaw CofE Primary School Facebook (closed and public); Greenhead CofE Primary School Facebook (closed an public).

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.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- 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 or fax 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.

Providing your consent

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.

| I provide consent to: | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Using images of my child on the school website. | | |
| Using videos of my child on the school website. | | |
| Using images of my child on social media, including the following: <ul style="list-style-type: none">• Facebook (Henshaw and Greenhead pages) | | |
| Using videos of my child on social media, including the following: <ul style="list-style-type: none">• Facebook (Henshaw and Greenhead pages) | | |
| The local media using images of my child to publicise school events and activities (only including the organisations outlined above). | | |
| The local media Using videos of my child to publicise school events and activities (only 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 following: <ul style="list-style-type: none">• Name• Class• Roll number | | |

Refreshing your consent

This form is valid for the entire academic year, 2017/2018 – 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 Mrs Sarah Hutchinson (executive 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 images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why West Tyne Church Schools uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the headteacher at

Email address: admin@henshawprimary.uk or admin@greenheadprimary.uk

Phone number: Henshaw 01434 344324 or Greenhead 01697 747347

West Tyne Church Schools



GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the GDPR comes into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR. Schools can use this template privacy notice to ensure they are compliant with the GDPR and communicate how they process personal data relating to pupils and their families.

Who processes your information?

West Tyne Church Schools is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Debbie Clarke and Mrs Joanne Fairless act as representatives for the schools with regard to its data controller responsibilities; they can be contacted on phone number: Henshaw 01434 344324 or Greenhead 01697 747347 or admin@henshawprimary.uk or admin@greenheadprimary.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that West Tyne Church Schools uphold are imposed on the processor.

Mrs Debbie Clarke and Mrs Joanne Fairless are the data protection officers. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on Henshaw 01434 344324 or Greenhead 01697 747347 or via e-mail on: admin@henshawprimary.uk or admin@greenheadprimary.uk

Why do we collect and use your information?

West Tyne Church Schools hold 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
- **[Maintained schools only]** Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- **[Academies and free schools only]** 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

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at West Tyne Church Schools and their families is stored in line with the school's **GDPR Data Protection Policy**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- EYFS End of Year Results
- Year 1 Phonics Assessment Results
- Year 2 Standard Assessment Tasks Results
- Year 6 Standard Assessment Tasks Results

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. West Tyne Church Schools are required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

West Tyne Church Schools will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS

The information that we share with these parties includes the following:

- Names/Legal Surname
- Gender
- Addresses/e-mail/telephone numbers
- Parents/Carers
- Date of Birth
- Medical History/dietary/doctors/dentist
- Attendance/Exclusions
- Cultural Information – Ethnicity/EAL/Country of Birth/National Identity/Passport Details/Asylum Status/Traveller Status/Religious persuasion
- Special Educational Needs and Disabilities (SEND)

- Pupil Premium/Free School Meals
- Child Protection
- Mode of Travel
- School History
- Academic Achievement

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how West Tyne Church Schools use your personal data.
- Request access to the personal data that West Tyne Church Schools hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way West Tyne Church Schools and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.henshaw.northumberland.sch.uk/ or www.greenhead.northumberland.sch.uk/) or download our [GDPR Data Protection Policy](#).

Declaration

I, _____, declare that I understand:

- West Tyne Church Schools have a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.

- West Tyne Church Schools may share my data with the DfE, and subsequently the LA.
- West Tyne Church Schools will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- West Tyne Church Schools will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____

THE ONGOING GDPR COMPLIANCE CHECKLIST

- Our privacy notices are updated for GDPR, and copies are available at our reception and on our website.
- Our privacy notice has an 'owner' whose job it is to update it any time we change suppliers, get a new DPO or are notified that something is wrong with the current version.
- We have embedded data protection training in our staff induction process.
- Regular and relevant refresher training is provided for all existing staff.
- We have a system in place to deal with subject access requests and are confident we can respond within 28 days.
- We understand data protection impact assessments, and when to apply them.
- We have a system in place to keep full records of our GDPR compliance and training and would be confident in sharing these records with the ICO.
- We understand when we do and don't have to report breaches to the ICO.
- We have reviewed our legal bases
- We have a process in place to deal with any breach of data.

If your school is still at the very beginning stages of GDPR compliance (or haven't thought about it at all), start with our comprehensive guide to the GDPR for schools.



