

Our reference: CFAT/
Your reference:
Please ask for: Jack Pugh
Telephone: 01942 487973
Date: 2019-20 Academic Year

Dear Parent/Carer

Caring for your child's information

As you may be aware, new data protection rules came into force from 25th May 2018 (called the General Data Protection Regulations or "GDPR"). As part of our ongoing procedures of meeting the requirements and best practice, we would like to take the opportunity to do two things on an annual basis:

1. Check the accuracy of your child's information

Firstly, we would like to invite you to ensure that the information we hold about your child, including emergency contact details, are fully up to date. Please complete and return the attached data collection form / emergency contact details form and continue to inform us of any change(s) to ensure our records are kept fully up-to-date.

2. Seeking your consent

Secondly, at Platt Bridge Community School, we use information about your child in a number of different ways, and in some cases we require your consent for some of the ways we use this personal data. We set these out in more detail below. If you are not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences. Similarly, if you change your mind at any time, and wish to withdraw consent, you can let us know by visiting www.cfat.org.uk/policies/gdpr, or calling the school on 01942 487999, or just popping in to the school reception.

We have attached a letter from Public Health England as an appendix detailing school health data collections.

If you have any other questions, or would like further information please do not hesitate to get in touch.

Yours faithfully,

Mrs A Howard
Acting Head of School

Enclosed: consent form for taking and using photographs in school





**GDPR
Parent/Carer Consent Form
Primary
2019-2020**

Child's name:

Date:

At Platt Bridge Community School, we use information about your child in a number of different ways, and we'd like your consent for some of the ways we use this personal data. We set these out in more detail below.

Why are we asking for your consent?

To ensure we are meeting the GDPR requirements, we need to seek your consent for some of the ways we use information about you on a regular basis and in the event.

We would appreciate you taking the time to give consent again, as we really value ensuring the information we hold is accurate.

Examples where we do NOT need to seek consent

We don't need to seek consent in situations that are covered by other lawful bases. For example:

- Sharing child protection concerns and records with the appropriate people or agencies
- Submitting census data to the Department for Education
- Sharing assessment data with other teachers, to allow you to moderate work
- Holding parents' contact details, as you're required to do this.

We've created the following consent forms to cover the situations where we are most likely to need to seek consent for processing personal data.

If you're not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing info@cfat.org.uk or visiting www.cfat.org.uk/policies/gdpr

If you have any other questions, please get in touch.

1. Photos and videos

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.

Please tick the relevant box(es) below, sign and return this form to school.

Use of photos	Tick (✓)
I am happy for the school to take photos of my child.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in printed school materials, for example, the school prospectus.	
I am happy for my child's photograph to be displayed on the corridor outside my child's classroom as part of the group class photograph. Your child will be unidentifiable by name and the picture will be displayed only on the internal corridor in school away from any 'open' public access.	
I am happy for photos of my child to be used in internal displays such as on my child's classroom welcome board.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on social media, for example Twitter.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am NOT happy for the school to take or use photos of my child.	

Please be aware that sometimes photographs of your child might be taken in school/class as part of educational purposes to demonstrate our educational work with the Department for Education. These photographs or videos will be stored in school securely and not used wider without your prior consent.

Please note that any consent given can be later withdrawn. We are also more than happy for you to view any photographs that are currently held by us.

Medical information

Public Health England have provided schools with specific advice on the lawful basis under the General Data Protection Regulation (GDPR) for children's personal information to be used for height and weight measurements, dental surveys and vaccinations in primary schools.

Contact information

We'd also like to seek your consent for some of the ways we use your information.

We will contact you using your:

- Home and mobile phone numbers (including by text message)
- Email address
- Postal address

Using your contact details in these ways helps us to:

- Raise extra money to continue to improve the experience your child has at school
- Keep you in the loop with what's happening at school
- Let you know about extra-curricular activities on offer for your child

If you're not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences.

Use of parents' contact details	Tick (✓)
I am happy for the school to use my contact details to contact me about fundraising activities.	
I am happy for the school to use my email address to send me the school newsletter.	
I am happy for the school to contact me about clubs being run in school.	
I am happy for the school to contact me on behalf of external providers about events and clubs.	
I am happy for the school to share my contact details with health professionals doing vaccinations.	
I am happy for the school to share my contact details with health professionals doing vision checks.	
I am happy for the school to pass my details on to the secondary schools for which we are a 'feeder' school, so that they can contact me with information about their school.	
I am happy for the school to keep my child's contact details to contact them in the future about former student events.	
I am NOT happy for the school to use my personal data in the ways set out above.	

Parent / Carer Signature: _____

Date: _____