



Community First  
Academy Trust

**Our reference:** CFAT/  
**Your reference:**  
**Please ask for:** Jack Pugh  
**Telephone:** 01942 510712  
**Date:** 01<sup>st</sup> May 2018

Dear Parent/Carer

**Re: Platt Bridge Community School, Wigan**

You may be aware that from May, the rules around data protection changed. The 'General Data Protection Regulation' (GDPR) will change how we can use your personal data and keep it safe, and will also strengthen your rights over your own data.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

One of these changes is that we have updated our privacy notices. To find out more, please refer to our Privacy Notices, which are available on our website [www.cfat.org.uk/gdpr](http://www.cfat.org.uk/gdpr)

As part of our work to comply with the GDPR, we are also re-seeking consent for using photographs or videos of your child on our website, internal displays or other school materials. We have enclosed this form, and would appreciate it if you filled this out and returned it to the school office by as soon as reasonably possible.

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact the school office in the first instance who will make arrangements for someone to make contact with you.

Yours faithfully,

Mrs A Howard  
Acting Head of School

**Enclosed:** consent form for taking and using photographs in school

**PLEASE RETURN TO SCHOOL ONCE COMPLETED**

**General Data Protection Regulation (GDPR)  
Consent form for taking and using photographs in school**

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.

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](mailto:info@cfat.org.uk) or visiting [www.cfat.org.uk/gdpr](http://www.cfat.org.uk/gdpr)

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

**Why are we asking for your consent again?**

You may be aware that there are new data protection rules came into effect on the 25<sup>th</sup> May 2018. To ensure we are meeting the new requirements, we need to re-ask your consent for some of the ways we use information about you.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed below.

**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 outside of any 'open' public access.	

I am happy for photos of my child to be used in internal displays and on my child's class 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 <b>NOT</b> happy for the school to take or use photos of my child.	

Please note that sometimes photographs of your child might be taken in school/class as part of our legal obligations with the Department for Education to provide education to children and data captures. These photographs will however, 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 being used.

### Medical information

We'd like your consent for some of the ways we store and share medical information about your child.

We'd like to:

- Share information about your child with health professionals coming in to school, for example to do vaccinations and eye tests
- Take information such as height and weight for public health monitoring initiatives

This makes it easier for us all to keep your child healthy.

You do **not** need to seek consent from parents to process medical information that you have identified another lawful basis for. For example, don't need to seek consent to share information about allergies with staff, as you need to do this to keep pupils safe.

Use of information for medical purposes	Tick (✓)
I am happy for the school to share information such as my child's height and weight with the NHS.	
I am happy for the school to share information such as my child's height and weight with the local authority.	
I am happy for the school to share information about my child (e.g., name) with health professionals doing vaccinations.	
I am happy for the school to share information about my child (e.g., name) with health professionals doing vision checks.	
I am happy for the school to share information about my child (e.g., name) with educational psychologists.	

I am <b>NOT</b> happy for the school to use and share medical information in these ways.	
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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 <b>NOT</b> happy for the school to use my personal data in the ways set out above.	

Parent / Carer Signature: \_\_\_\_\_

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