

St Stephen's General Consent form – Last Updated July 2022



Name of child: _____ Year Group: _____

The General Data Protection Regulation (GDPR) introduced in May 2021 requires parents to specifically 'opt-in' for all consent-related matters. This includes us seeking your consent with regards to the ways we get in touch with you.

Occasionally, we may take photographs of the children at our school. We use these images in school as part of our school books and displays. We also use them outside of school on our school website, social media account (currently just Twitter, with scope to be expanded as our social media presence spreads) and sometimes in other printed publications, such as our school newsletter.

If we use photographs of individual pupils, we will never use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will never use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture, we will obtain written permission from the parent before using the image.

Learning journeys, records of achievement and class textbooks are used to celebrate and track your child's progress throughout school. These are sent home at the end of each school year (please note that each class retains several textbooks each year for ongoing assessment purposes, although these are always returned at the end of the following academic year). Photographs of individuals, groups or classes of children may appear in these records.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites. You will always be informed prior to any such events taking place.

To comply with the General Data Protection Regulation (GDPR) of May 2018, we need your clear permission before we can continue to send you communications (including photographs) from the school or make any recordings of your child. Please carefully review and answer the statements below, then sign and date the form where shown and return it to the school office.

Please circle
your answer

I give permission for the school to contact me via usual approved means (such as email and text message).

Yes / No

Please note that if you do not circle 'Yes' as your answer for this statement, you will miss out on most communications from the school as we currently use the 'ParentMail' system for the majority of our correspondence to you.

I give permission for my child's photograph to be used within school for display purposes.

Yes / No

I give permission for my child's image to be used in learning journeys/records of achievement/class textbooks belonging to other children.

Yes / No

I give permission for my child's photograph to be used in other printed publications, such as the school newsletter.

Yes / No

I give permission for my child's image to be used on the school website.

Yes / No

Please note that if you do not circle 'Yes', your child will be excluded from any class and group photos of sports or special celebrations that are shared on the school website.

I give permission for my child's image to be used on the school's social media sites (e.g. Twitter).

Yes / No

Please note that if you do not circle 'Yes', your child will be excluded from any class and group photos of sports or special celebrations that are shared via the school Twitter account.

I give permission for my child to appear in the media, for example television programmes that may be filmed about the school.

Yes / No

I give permission for my child's name and date of birth to be given to third parties as part of the registration process for sporting competitions and other events. Please note that, from time to time, organisations (such as Queen's Park Rangers) will require limited data (such as your child's name and date of birth) as part of their registration process for an event. In the event of you providing consent for this point, we will be sure to receive assurances that relevant organisations are GDPR-compliant before sending them any data, and will only send said data in a secure fashion in line with GDPR legislation. If you do not provide consent for this particular section, we will be obliged to send you an individual consent form for each event your child is selected for and your child may not be able to participate if you do not reply in the timeframe required.

Yes / No

I give permission for my child's name and date of birth to be given to third parties as part of the registration process for online resources. Please note that, from time to time, companies (such as TypingClub) will require limited data (such as your child's first name) as part of their registration process to use their software. In the event of you providing consent for this point, we will be sure to receive assurances that the relevant companies are GDPR-compliant before sending them any data, and will only send said data in a secure fashion in line with GDPR legislation. If you do not provide consent for this particular section, we will be obliged to send you an individual consent form for each online resource we would like your child to use and, in the event of this not being provided, your child may not be able to make use of the resource, possibly compromising their learning experience.

Yes / No

I have read and understood the conditions of use listed below.

Parent/guardian signature _____ Date: _____

Please print parent/guardian name _____

Name of child: _____ Year Group: _____

Conditions of use

- This form is valid from the date you sign it until the next time it is reviewed by the school (this is currently scheduled for September 2024, although we reserve the right to send out forms amending it in the face of ever-changing social media and distribution channels).
- We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in a text, we will not use an individual photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as 'a Science lesson' or 'making Christmas decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Please note that websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Please note that any footage you may capture around school (for example, photographing or filming your child's class assembly or sports day performance) is for personal use only, and not to be shared online (via social media, for example). For more guidance re: what constitutes 'personal use', please consult the school's guidance re: the same.