



CONSENT FORM – PUPIL PERSONAL DATA

NOTE: This form should be completed by parent/carer for children aged 11 or under and by the child if aged 12 plus.

During your (or your child's) time with us we will gather information which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the Academy website: www.sph.academy

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your place at the Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you or your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- *Securing images by storing them safely*
- *Ensuring appropriate dress before images are taken*

The Academy may provide photographs and videos to the media, or we may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Academy has no control over these.



Student Name:

Date of Birth:

Celebrating Achievements and Reporting on Events

As an Academy we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the Academy and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	No
<p>In order to celebrate achievements I am happy for the Academy to use:</p> <ul style="list-style-type: none"> • Photographs of me (or my child if under 12) • Videos of me (or my child) 		
<p>The following information may be used with the above:</p> <ul style="list-style-type: none"> • Name • Class • Year Group 		
<p>I am happy for the following information to be used <u>but only without</u> photographs or videos of me (or my child if under 12)):</p> <ul style="list-style-type: none"> • Name • Class • Year Group 		
<p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> • On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards • On the Academy or Academy intranet • On the Academy or Academy website • On the Academy or Academy social media sites 		

<ul style="list-style-type: none"> • In local news media – newspapers, websites and television • In national news media – newspapers, websites and television 		
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Promoting the Academy or Academy

We want to be able to promote the Academy to attract new pupils, and to show the quality of the Academy. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus,

	Yes	No
<p>I am happy for the information selected below to be used for the purpose of promoting the Academy:</p> <ul style="list-style-type: none"> • Photographs of me (or my child if under 12) • Videos of me (or my child) 		
<p>The following information may be used with the above:</p> <ul style="list-style-type: none"> • Name • Class • Year Group 		
<p>I am happy for the following information to be used <u>but only without</u> photographs or videos of me [my child]:</p> <ul style="list-style-type: none"> • Name • Class • Year Group 		
<p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> • On the Academy or Academy website • In the Academy or Academy prospectus • On social media 		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

Michael Kays
Data Protection Officer
St Philip Howard Catholic Voluntary Academy
Sunlaws Street
Glossop
SK13 8DR

This consent will otherwise continue until your child leaves the Academy or your child reaches the age of 12 years old at which point the Academy will seek consent directly from your child in relation to the above matters.

Signed:

Name:

Date: