



## Consent Form (Pupil Personal Data)

During your /a pupil's time with us we will gather information about you/them which we will use for various purposes. A Privacy Notice has been provided to you/them in relation to the use of this information, which is also available on the school website.

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 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.

You can refuse to provide your consent to the items listed overleaf. You do not have to provide reasons for this and it will not affect your /your child 's place at the Academy. If you wish to provide additional information, we will use this to understand any concerns that you have and take appropriate steps, where necessary.

### Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you /your child. We have a number of measures in place to mitigate against the potential misuse of photographs and videos of our pupils/ students. These include:

- The Trust safety policy and procedure provides guidance to staff on the capture, storage and publication of images.
- Students/Parents/Carers may withdraw permission, in writing, at any time.
- Students' full names will not be published alongside their image.
- Email and postal addresses of students will not be published.
- Before posting student work on the Internet, a check is made to ensure that permission has been given for work to be displayed.
- No photos will be uploaded to a website or published, without prior checking with the Head of Academy /Principal or nominated responsible person at the Academy.

Please note that the Academy or Trust may provide photographs and videos to the media, or be visited by the media who may take videos and photographs. The Academy or Trust does not have control over these images once this has taken place.

## Celebrating Your /Your Child's Achievements and Reporting on Events

As an Academy and a Trust we are very proud of the achievements of our pupils/students and we would like to be able to celebrate these achievements both within the Academy and Trust 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.

	YES (✓)	NO (✓)
In order to celebrate my /my child's achievements, I consent for the Academy/the Trust to use:		
<b>Photographs of me /my child</b>		
<b>Videos of me /my child</b>		
<b>My /my child's first name</b>		

	YES (✓)	NO (✓)
I consent for the information selected above to be used:		
<b>In the Academy on notice boards and screens</b>		
<b>On the Academy/Trust website</b>		
<b>On the Academy/Trust social media sites (e.g. Twitter)</b>		
<b>In the media – newspapers, websites and television</b>		

## Promoting the Academy and the Trust

We would like to be able to promote the Academy and the Trust to attract new pupils, to recruit new staff and to show the great opportunities provided to our pupils, students and staff. As part of this we would like to be able to use photographs and videos of our pupils and students in promotional material. This will include our prospectus, on our websites, on social media and where appropriate, may include taking part in local and national media opportunities.

	YES (✓)	NO (✓)
I consent for the information selected below to be used for the purpose of promoting the Academy/Trust:		
<b>Photographs of me /my child</b>		
<b>Videos of me /my child]</b>		
<b>My /my child's first name</b>		

	YES (✓)	NO (✓)
I consent for the information selected above to be used:		
<b>In Academy/Trust publications (e.g. Prospectus, Recruitment)</b>		
<b>On the Academy/Trust website</b>		
<b>On the Academy/Trust social media sites (e.g. Twitter)</b>		
<b>In the media – newspapers, websites and television</b>		

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:

School Office [HATFIELD WOODHOUSE PRIMARY SCHOOL- FAO MRS CAROLE ORRIDGE]

This consent will otherwise continue until you /your child leaves the Academy (or your child reaches the age of 13 years old at which point the Academy will seek consent directly from your child in relation to the above matters).

**Pupil/Student name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Tutor group:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship to pupil/student:** \_\_\_\_\_

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