



19th October 2020

General Data Protection Regulation (GDPR) and Consent

Dear Parent /Carer

In line with the GDPR regulations, we have a legislative requirement to provide information about how we use, collect, hold and share pupil information. This has been in place since GDPR came into force on 25/05/2018 and can be found on our website:

<http://www.hwce.co.uk/gdpr>

There are six lawful bases where we may process personal data and these include where processing is necessary for compliance with a legal obligation such as The Education Acts. Full details may be found at <https://ico.org.uk/>.

It is a requirement that we have your specific consent to use information such as your child's name or photo where the legal bases may not apply and we would therefore ask that you complete, sign and return the attached by Monday 2nd November. This will stay with your child for each key stage at our school and if you wish to amend your choices at any time you may do so in writing.

I appreciate that this consent has been provided in various forms over the past 2 years but I am now required to ask for more specific consent as we wish, for example, to be able to record the Christmas performance and other future events. This consent will replace any that you have previously given.

This consent must be returned so that we are clear on how we may use your and your child/children's details. Please return to Mrs Ruth Moorhouse , School Data Protection Lead, in the school office by Monday 2nd November. Replies may be emailed to

Schooladmin2@highwycombecombined.bucks.sch.uk

I need you to reply even though you have previously completed consent forms. Thank you for your co operation and returning your consent. I appreciate that this is a detailed document but I hope to cover all requirements in one form.



General Data Protection Regulation (GDPR) and Consent Form

Child's Full Name _____

Child's Date of Birth _____

	I give consent	I do not consent
For the school to use my email address for emails including newsletters, school letters, communications and reminders regarding my child and the school		
For the school to use my child's first name and initial on club registers, school trip lists, performance programmes (such as Christmas performance) and any school publications: these may appear on our website or on printed copies		
For the school to share my contact details with the parent council or any other school related bodies including peripatetic music teachers		
For the school to allow the Friends to use my child's details, for example in creating competition entries, school disco events, arranging pantomimes and the Easter Egg Hunt and any other 'Friends' organised event		
For my child's first name and initial and/or photo to be displayed within school buildings and on the school website for example on achievement awards and trophies, school newsletter, friends newsletter, sports newsletter		
For my child's name and or photo to appear in local media for example Bucks Free Press First Term Photos		



For my child's first name to be used, where necessary, for sports tournaments, sports day and other sporting activities or events		
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Please would you also provide responses to the following

	Yes	No
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 the school prospectus		
I am happy for photos of my child to be used on internal displays		
I am happy for photos of my child to be used in the media for example local papers		
I am happy for my child's image to be used on social media for example Facebook, Twitter or Instagram		
I am happy for the school to take videos of my child		
I am happy for these videos to be used on the school website		
I am happy for these videos to be available to purchase by the school community for fundraising through school		
I am happy for my child's video to be used on social media for example Facebook, Twitter and Instagram.		
I am happy for photos of my child to be used in the classroom/shared in subject learning journals ie tapestry		



I am happy for my child's image to be included in the school's annual formal class photograph		
I am happy for my child's image to be included in the school's annual formal individual/sibling photographs		

Parent/Carer Name -----

Parent/Carer Signature -----

Date -----

