

**St Nicholas Owen Catholic Multi Academy Company (SNOMAC)**  
**[Relevant Constituent Academy\*]**

**CONSENT FORM - PUPIL PERSONAL DATA (Revised for GDPR Compliance)**

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

[www.stnicholasowen-mac.org.uk](http://www.stnicholasowen-mac.org.uk)

*See Key Information\Data Protection*

At some point in your son/daughter's development, the School considers that it may be appropriate for you as a parent or guardian to discuss the completion of this form with them. The School respects that the timing of this is a matter for you to decide.

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 child's place at the School. 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 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:

St Nicholas Owen Catholic Multi Academy Company - **[Relevant Constituent Academy\*]** has measures in place to prevent the misuse of images/videos of its pupils, which include our Home School Agreement, Safeguarding Policy, CCTV Policy and Data Protection Policy, each of which conform to current ICO guidance. These are amended from time to time as required by law or identified best practice.

The School will seek your consent to use imagery and photographs of pupils which are published externally.

Where such consent is granted, St Nicholas Owen Catholic Multi Academy Company - **[Relevant Constituent Academy\*]** may provide photographs and videos to the media, or may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media St Nicholas Owen Catholic Multi Academy Company has no control over these.

*To be completed by parent/carer:*

**Student Full Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

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Celebrating Your Child's Achievements and Reporting on Events

As a School 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 School 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.

|  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| <p>In order to celebrate my child's achievements, I am happy for the School to use:</p> <ul style="list-style-type: none"> <li>• Photographs of my child</li> <li>• Videos of my child</li> </ul>  |            |           |
| <p>The following information may be used with the above:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>   |            |           |
| <p>I am happy for the following information to be used <u>but only without</u> photographs or videos of my child:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>  |            |           |
| <p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> <li>• On internal screens which may also be viewed by visitors to the school site [and/or on internal notice boards]</li> <li>• On the School network</li> <li>• On the School website</li> <li>• On the School social media sites</li> <li>• In local news media - newspapers, websites and television</li> <li>• In national news media - newspapers, websites and television</li> </ul> |            |           |

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Promoting the School

We want to be able to promote the School to attract new pupils, and to show the quality of the School. 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 School:</p> <ul style="list-style-type: none"> <li>• Photographs of my child</li> <li>• Videos of my child</li> </ul>    |     |    |
| <p>The following information may be used with the above:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>  |     |    |
| <p>I am happy for the following information to be used <u>but only without</u> photographs or videos of my child:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul> |     |    |
| <p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> <li>• On the School website</li> <li>• In the School prospectus</li> </ul>  |     |    |

**St Nicholas Owen Catholic Multi Academy Company (SNOMAC)****[Relevant Constituent Academy\*]**

[Relevant Constituent Academy to insert or delete the following as applicable]

Paying for Meals

The School has a system for paying for meals which uses fingerprint recognition. The system works by taking a number of key reference points from the patterns on a single finger. It is not an image or a full record of a fingerprint and cannot be reconstructed using the data held. The fingerprint of a pupil is stored on a biometric database server held at the school in compliance with current Data Protection Legislation. This is a highly secure environment protected by measures such as, password protection, data encryption and a range of physical security measures. This data will be held on record until the pupil leaves the school and will be deleted in accordance with St Nicholas Owen Multi Academy Company's data retention schedule.

The school will not share this information with anyone else and will not unlawfully disclose it to any other person. The school will not use the biometric information for any purpose other than that stated above.

|  | Yes | No |
|--|-----|----|
| I am happy for my child's fingerprint to be held by the School for the purpose of paying for meals |     |    |

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 obtain and complete a Data Permissions Revision Form which is available from the school reception office. We require a signed copy to be submitted to the school main reception or via post addressed to:

Designated School Data Champion

This consent will otherwise continue until your child leaves the School or your child reaches the age of 16 years old at which point the School will seek consent directly from your child in relation to the above matters.

The School may be required to reaffirm consent at appropriate points as required by the changing landscape of European and UK law, including when a child reaches a point at which they are considered to be able to consent on their own behalf.

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

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

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

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**\* List of Relevant Constituent Academy**

- Hagley Catholic High School
- Our Lady of Fatima Primary School
- St Ambrose Catholic Primary School
- St Joseph's Catholic Primary School
- St Mary's Catholic Primary School
- St Wulstan's Catholic Primary School