

SACRED HEART CATHOLIC PRIMARY SCHOOL



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Monday 14th May 2018

Dear Parents and Carers,

The Data Protection Act (1998) is to be up-dated. From 25th May 2018 it will be called the *General Data Protection Regulation (GDPR)*. It may be necessary for us to contact you with further up-dates and requests for consent over the coming weeks. We are working, with our *Governors* on further information which explains how we use your data and a draft *Data Protection Policy and Privacy Notice* can be found on our school web site. We will write to you again when these draft documents have been adopted.

Re: Consent for Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school. We ask for written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials and we explain how the photograph and/or video will be used as follows:

Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns e.g. Charity fundraising
- Online on our school website or for social media e.g. 'twitter'

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

Many parents have already consented to the use of photographs etc. However, to up-date our records, I would be very grateful if all parents could complete the consent form attached and return to the school office as soon as possible.

Re: Consent for your child to use the Internet and School Applications (APPS)

School APPS that are used at school to support teaching and learning may contain your child's data. e.g. Your child's name may be used to set up individual passwords for your child. E.g. 'Reading Plus', 'Tapestry'. If we do

not have your permission to share data in this way, this will significantly limit their access to on-line learning opportunities. We ensure that we only use APPS that are appropriate for the age and stage of development of each pupil and that all providers have secure storage for this data.

Many parents have already consented to the use of the internet. However, to up-date our records, I would be very grateful if all parents could complete the consent form attached and return to the school office as soon as possible.

In addition to the above consent request, we are also up-dating our records with further permissions (not related to the GDPR) - see attached.

Please complete and return to school as soon as possible and by Wednesday 23rd May at the latest. Your co-operation in this matter is much appreciated.

If you have any questions, please do not hesitate to contact Mrs Mason at school.

Yours sincerely,

Mrs C. Mason
Headteacher