

# Abbey Park First and Nursery School & Abbey Park Pre-School



**General Data Protection Regulations.**  
**Parental consent form this form *MUST* be returned.**

This form explains the reasons why and how Abbey Park First, Nursery and Pre-School School may use names, images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

<b>Name of pupil:</b>	
<b>Year:</b>	

## **Why do we need your consent?**

**Abbey Park First, Nursery and Pre-School School** requests the consent of parents on an **annual** basis to use names, images and videos of their child for a variety of different purposes.

Without your consent, the school will not use the name, images and videos of your child. Similarly, if there are only certain conditions under which you would like the name, images and videos of your child to be used, the school will abide by the conditions you outline in this form.

## **Why do we use the name images and videos of your child?**

**Abbey Park First, Nursery and Pre-School School** uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers, our Federation Prospectus and other marketing material.

We may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in parental assemblies, in school prospectuses and other printed publications, such as a newsletter. The name of the child will only be published if you have also given separate consent for this to happen.

## **Who else uses images and videos of your child?**

It is common that the school is visited by local media and press, who take images or videos of school events, such as special event days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- **The Pershore Journal/Worcester News/Evesham Journal/Observer**

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

#### **What are the conditions of use?**

- This consent form is until the time that your child leaves the school.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications without your consent
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images and portraits of your child which are available to purchase.

## Your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish name, images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using images of my child on the school website.		
Using the name of my child on the school website.		
Using videos of my child on the school website.		
The local media using images of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
The local media using the name of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
The local media using videos of my child to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
Using images of my child in marketing material, e.g. the school brochure and prospectus etc.		
Using the name of my child in marketing material, e.g. the school brochure and prospectus etc.		
Using images of my child in electronic displays within school, e.g. parental assemblies, slide shows etc.		
Using the name of my child in the electronic displays within school, e.g. parental assemblies, slide shows etc.		
Using the name of my child in the school newsletter (which will be available to download/view on the school website)		
Using the photograph of my child in the school newsletter (which will be available to download/view on the school website)		
Using a photograph of my child on wall displays within school. E.g. class display and foyer displays.		
Using a name of my child on wall displays within school. E.g. class display and foyer displays.		

Sharing my child's data with a school-appointed external photography company for official school images. (answering no to this will mean your child will not receive a school photograph) This includes the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Roll number/UPN number</li> </ul>		
I would am happy to receive direct marketing material from school, which will include flyers from the PTA for fun nights etc. or clubs offered by outside companies etc. This could be in the form of e.mail or leaflets		
I am happy for my child's first name to appear on Abbey Park Pre-Schools and Abbey Park Federation FACEBOOK pages		
I am happy for my child's photograph to appear on Abbey Park Pre-Schools and Abbey Park Federation FACEBOOK pages		
I am happy for my child's name to appear on the <b>Parent Teacher Friends Association</b> FACEBOOK page		
I am happy for my child's photograph to appear on the <b>Parent Teacher Friends Association</b> FACEBOOK page		

### Additional Services

It is essential that parents also read the letters relating to 'Tapestry' and the 'School App' to ensure that consent is given for use of these additional services throughout your time with Abbey Park Schools federation. Both services require the use of e.mail addresses or mobile telephone numbers of parents. Separate consent is required for these.

### Refreshing your consent

This form is valid **until the end of August 2020** – it will be updated on an **annual** basis. Parents are required to fill in a new form for their child **every academic year from Sep 2019 onwards**.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil names, images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Data Protection Officer, Samantha Faulkner, on [sf@abbeyparkmiddle.worcs.sch.uk](mailto:sf@abbeyparkmiddle.worcs.sch.uk). A new form will be supplied to you to amend your consent accordingly and provide a signature.

## Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared or printed prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the **Data Protection Officer, Samantha Faulkner at [sf@abbeyparkmiddle.worcs.sch.uk](mailto:sf@abbeyparkmiddle.worcs.sch.uk)**

## Declaration

I understand:

- Why my consent is required.
- The reasons why **Abbey Park First, Nursery and Pre-School School** uses the name, images and videos of my child.
- Which other organisations may use name, images and videos of my child.
- The conditions under which the school uses name, images and videos of my child.
- I have provided my consent above as appropriate, and the school will use the name, images and videos of my child in line with my requirements.
- Consent is refreshed on an **annual** basis and I must re-provide consent if I consent to the name, images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the **Data Protection Officer, Samantha Faulkner, [sf@abbeyparkmiddle.worcs.sch.uk](mailto:sf@abbeyparkmiddle.worcs.sch.uk)**
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Name of parent: \_\_\_\_\_

Name of child:

Class:

Signature: \_\_\_\_\_

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

If you have any questions regarding this form, please do not hesitate to contact the **Data Protection Officer, Samantha Faulkner via e.mail at [sf@abbeyparkmiddle.worcs.sch.uk](mailto:sf@abbeyparkmiddle.worcs.sch.uk)** or by telephone on 01386 552667.

