

# Data Protection – Special Consent for Specific Purpose

## Please return to your Class Teacher

**ACTION: Please complete Page 1 and complete and sign Page 3**

FOR PUPILS ATTENDING Rye Community Primary School (the Academy)

PART OF THE AQUINAS CHURCH OF ENGLAND EDUCATION TRUST (The Trust)

**Images and videos of pupils/online platform consent form for specific purposes - Parental Consent**

This form explains the reasons why and how the Trust and Academy wish to use images and videos of your child. Please read the form thoroughly and confirm if you give your agreement as appropriate.

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

### Why do we need your consent?

The Trust and the Academy request the consent of parents to use images and videos of their child for a variety of different purposes to comply with our data protection obligation, further details of which are found in the Trust's data protection policy.

Without your consent, the Academy will not use images and videos of your child for the reasons outlined below. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the Academy will abide by the conditions you outline in this form. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

### Consent provided to use images and videos of your child?

The Academy uses images and videos of pupils as part of displays to celebrate school life and pupils' achievements, to promote the Academy on social media and on the Academy's website and for other publicity purposes in printed publications, such as newspapers. In addition, the names of pupils may be used in printed publications such as the Academy newsletter to acknowledge pupil achievements.

Where the Academy uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

It is common that the Academy is visited by representatives of the Trust, local media and press, who take images or videos of school events, such as sports days and school plays. 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 Trust
- The Rye Observer and other local newspapers
- Rye News and any other local news outlets
- The Bromley Newshopper and other local newspapers
- The Rochester Diocese

The Academy may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

# Data Protection – Special Consent for Specific Purpose

## Please return to your Class Teacher

You may have provided consent for some of these purposes when you completed the Academy's general form of consent. If you wish to ascertain whether you provided such consent or you wish to vary or withdraw it, please contact the School Office.

Please note that, in some circumstances, we may not require your consent to process photos or images of pupils, for example, if there is another legal justification for doing so. Please see the Trust's privacy notice for more details.

### Specific Consent to use images and videos of your child

We advised you that where a parent would like their child's name to be published alongside their image, **separate specific consent** will be obtained prior to this taking place. In addition, where any organisations, other than those above, intend to use images or videos of your child, **additional specific consent** will be sought before any image or video is used. Additionally, **specific consent** will also be sought for the use of your child's images or videos of your child which do not fall within the scope of the general consent already provided. We now request specific consent as detailed below.

### What are the conditions of use?

- This consent form is valid for a specific reason as detailed below.
- This consent is given in addition to the consent already provided by you where you confirmed whether:
  - The Academy may use images and video of your child on the Academy website, social media such as Twitter, Facebook and Instagram), local media to publicise school events and activities and in marketing material.
  - The Academy may take and use images and videos of your child taking part in a school production.
  - The Academy may use group or class images or videos of your child with general labels, e.g. 'sports day'.
  - The Academy 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 Academy will take class images of your child which are available to purchase annually.
- It is your responsibility to inform the Academy, in writing, if you wish to withdraw or amend the consent.
- The Academy will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The Academy 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.

### Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No'. We can only use photos and images for the reasons set out in this form if we have received this form back from you. Please therefore return this form to the class teacher so that we can update our records about whether you give your consent.

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

# Data Protection – Special Consent for Specific Purpose

## Please return to your Class Teacher

	Yes	No
<i>I give full consent for my child's image to be used for the recording of the Christmas production. I give full consent for the copy of the recording to be uploaded to the Academy's private Class Dojo or Microsoft Teams channels to be viewed by parents.</i>		

### Refreshing your consent

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 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 headteacher. 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 prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

### Declaration

I, \_\_\_\_\_ (name of parent), understand:

- Why my consent is required.
- The reasons why the Academy uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The condition under which the Academy uses images and videos of my child.
- I have provided my consent above as appropriate, and the Academy will use images and videos of my child in line with my requirements.
- 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 headteacher.

Name of parent: \_\_\_\_\_

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

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

If you have any questions regarding this form, please do not hesitate to contact the Headteacher, via the school office, at ([office@ryeprimary.co.uk](mailto:office@ryeprimary.co.uk)) or the Trust's Data Protection Officer at [mary.capon@aquinatruster.org](mailto:mary.capon@aquinatruster.org).