

Maplewell Hall School



Data Protection Consent Guide and Forms

Created	February 2022
Date Reviewed	
Date of Next Review	Summer Term 2023

Consent

As a school we will seek consent from staff, volunteers, young people, parents and carers to collect and process their data. We will be clear about our reasons for requesting the data and how we will use it. There are contractual, statutory and regulatory occasions when consent is not required.

However, in most cases data will only be processed if explicit consent has been obtained.

Consent is defined by the GDPR as “any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her”.

We may seek consent from young people also, and this will be dependent on the child and the reason for processing.

Consent and Renewal

On the school website we have ‘Privacy Notices’ that explain how data is collected and used. It is important to read those notices as it explains how data is used in detail.

Obtaining clear consent and ensuring that the consent remains in place is important for school. We also want to ensure the accuracy of that information.

For Pupils and Parents/Carers

On arrival at school you will be asked to complete a form giving next of kin details, emergency contact and other essential information. We will also ask you to give consent to use the information for other in school purposes, as set out on the data collection/consent form.

We review the contact and consent form on an annual basis. It is important to inform school if details or your decision about consent changes. A form is available.

Pupil consent procedure

Where processing relates to a child under 16 years old, school will obtain the consent from a person who has parental responsibility for the child.

Pupil’s may be asked to give consent or to be consulted about how their data is obtained, shared and used in certain situations.

Withdrawal of Consent

Consent can be withdrawn, subject to contractual, statutory or regulatory constraints. Where more than one person has the ability to provide or withdraw consent the school will consider each situation on the merits and within the principles of GDPR and also child welfare, protection and safeguarding principles.

Please complete the appropriate form.

Appendix 1

Photographs, Video and Media

<i>Please tick as appropriate</i>	Yes	No
May we use your child's photograph in printed publications that we produce for promotional purposes such as a prospectus.		
I give consent for my child's image to be used on the school website and school social media		
I give consent for my child and their details to appear in the media. (for example in the local press, radio or TV)		
Are you happy for your child to appear on Social Media sites used by the school/college e.g. Twitter and Facebook ?		
I give consent for my child to be included in any school or class Yearbook and other mementos on leaving the school (if applicable)		
Do you consent for your child's name to be released for publication such that they may be identified as an individual or as part of a small group? For example raising money for charity that is recognised in the local media.		
I give consent for my child to be photographed for school group photos, that may be sent out and then bought by other families who have children in the photo.		
I give consent for a professional photographer to take photographs and release to my family for sale. The photographer would have possession of the photos on their equipment, not school equipment.		
Are there any reasons why your child cannot participate in events and performances that may be recorded or photographed and shared with the school community? If yes please contact school to explain your concerns.		

Appendix 2

Medical

Doctors Practice	
Doctors Name	
Telephone Number	
Does your child suffer from any health problems, if so please give details. (Please indicate any special treatment)	
Permission to contact Doctor	Yes/No (Please delete if appropriate)
Do you give consent for us to contact other professionals who are involved with your child?	Yes/No (Please delete if appropriate)
Names and contact numbers of any professionals involved with your child, for example health visitors, speech therapists. If you provide these details we will contact them, letting you know of any approach we make.	
Please give details of any other problems/concerns of which the school should be aware to enable us to support your child. If you provide these details we will contact them, letting you know of any approach we make.	
Please give details of any special requirements/medical conditions of parents/carers regarding access to the building or accessing information	

Appendix 3

FOR TRIPS OUTSIDE THE UK

'Whilst pupils are outside the UK school staff and those supervising, travelling or arranging travel or accommodation may communicate with parents and carers using the contact information provided. At times this may be using mobile communications, social media or other methods that may require data to be stored or travel outside of the approved EU locations. We believe that keeping parents and carers informed about the wellbeing of their children must be the priority. Data sharing in such cases will be limited to what is necessary.'

<i>Please tick as appropriate</i>	Yes	No
I give consent for school to take photographs of my child whilst on school trips.		
I give consent to school/college to take video and media footage of my child whilst on school trips		

Appendix 4

School Work & Celebrating Successes

<i>Please tick as appropriate</i>	Yes	No
I give consent for school/college to share details of my child's sporting activities for fixtures and achievements in school and in publications		

Appendix 5

Internet Use

As part of the school's IT provision we offer students access to the internet and email facilities. Our internet service provides a high level of protection and we audit student use. Students are required to give written agreement to be bound by the terms.

<i>Please tick as appropriate</i>	Yes	No
As the parent or carer, I give permission for my child to use electronic mail and the internet. I understand that students are held accountable for their own actions.		

Appendix 6

School News Updates

<i>Please tick as appropriate</i>	Yes	No
I wish to be kept informed about school news and events and receive the newsletter and similar notifications		
I consent to the school contacting me by text message for the purpose of school information and reminders. I will ensure that I keep the school informed of my up to date mobile number at all times, or if the number is no longer in my possession		

(PLEASE NOTE: WE CANNOT ACCEPT INCOMING TEXT MESSAGES.)

Appendix 7

Third Parties at School

IF YOU CHOOSE NOT TO GIVE CONSENT YOUR CHILD CANNOT PARTICIPATE IN THE CHOSEN ACTIVITY

<i>Please tick as appropriate</i>	Yes	No
I give consent to the school to share basic details with third party providers, such as before and after school clubs, music and sport providers who may be engaged directly by me.		
I give consent to the school that they can share information about my child with organisations such as the Duke of Edinburgh scheme		