



Dear Parent/Carer/Student

### CONSENT FORM (SECONDARY) – STUDENT PERSONAL DATA

**Student Name:**

**Date of Birth:**

At INOVA MAT we consider the age of 13 to be the appropriate threshold for seeking consent for sharing and use of data (UK GDPR consent) directly from the student. Prior to age 13 we require UK GDPR consent from the parent/carer.

Where we need specific consent, ie for trips, visits etc we will seek consent from the parent/carer.

During your child's time with us we gather information about them which we will use for various purposes. A Privacy Notice has been provided in relation to the use of this information and is available on the Trust website [www.inovamat.org](http://www.inovamat.org). Should you require a hard copy please contact your school reception and one will be provided to you.

There are certain things for which we require specific consent. We have set these out in the tables attached. Please read this information carefully and select the appropriate options.

If you choose not to give consent for any of the things listed in the tables attached please be assured that this will not affect your child's place at a school in the Trust. You have the right to refuse to provide 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 and feasible.

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 or amend your position at any time please write to us at:  
Data Protection Officer, INOVA MAT, Darwin Lane, Sheffield, S10 5RG or email [dataprotectionofficer@inovamat.org](mailto:dataprotectionofficer@inovamat.org)**



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG  
Tel: 0114 267 1414 Email: [enquiries@taptonttrust.org.uk](mailto:enquiries@taptonttrust.org.uk) Web: [www.taptonttrust.org.uk](http://www.taptonttrust.org.uk)  
Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.

Please be aware that the school will not routinely seek to re-obtain consent once it has been given. If your consent preferences change at any time, we kindly ask that you inform the school as soon as possible to ensure our records remain accurate.

### Photographs and Videos

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 students and have the following measures in place:

- Checks will be carried out on any image before it is used / published. This includes ensuring that students are dressed appropriately
- Photographs are kept securely. Any photographs taken on a school portable device for the purposes of publicity are deleted once they are no longer required for the intended purpose.

Please note that photographs can include those taken on-site in school and off-site during school trips.

### Celebrating your/your child's achievements, reporting on events involving the Trust and promoting the Trust

As a Trust we are very proud of the achievements of all of our students and we want to be able to celebrate these achievements both within the Trust and with others. We may also want to report on significant events and activities which involve our students. Please read the information below and circle your chosen option.

**Commented [CP1]:** To be added to Acceptable Use Policy - it is staff responsibility to ensure they delete images when they are no longer required. Can dip test this bi-annually/annually.

**Commented [SA2R1]:** @Lewis Askin (INOVA Staff) How would we dip test for leavers images?

**Commented [LS3R1]:** We would just have a check on random folders within SharePoint

UK GDPR CONSENTS	
<p><b>I am happy for photographs/videos to be used internally*.</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Screens and boards within the school</li> <li>• Third parties working on-site within the school (e.g. professional photographs)</li> <li>• Within school workbooks including other students' workbooks</li> <li>• In school reports</li> </ul>	YES/NO
<p><b>I am happy for photographs/videos to be used externally* **.</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• School newsletter/magazine</li> <li>• School prospectus</li> <li>• School/Trust website</li> <li>• Social media (Facebook, Twitter etc)</li> </ul>	YES/NO



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<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Third parties working with schools externally (e.g. universities, sporting groups)</li> </ul>	
*Where you/your child appears in a photograph/video but is not identifiable (i.e. groups/background/back of heads) INOVA MAT may use the photograph/video. The photo/video will be checked to ensure that you/your child is not identifiable.	
**Please note that if you give permission to share your/your child's photo/video externally we would not be able to guarantee the 'right to be deleted'.	

### Use of Biometric data

The biometric software that we use converts the student's facial and fingerprint data into a numerical value that can only be used on our network. An image of the face/fingerprint itself is never stored on the system, and as such cannot be copied, re-created or transferred. The numerical biometric data is only stored as long as a student is on-roll with the Trust.

I give consent for my child's biometric data to be used for the purpose of purchasing meals	YES/NO
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If a student objects to the use of their biometric data within school, this overrides any parental consent.

Where I choose not to give consent to the use of my child's biometric data, or they choose to object themselves, I understand that this will not prevent me/them from accessing either school meals or the school's library and that alternative options are available.

Signed

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Name:

.....

Date:

.....

<b>OTHER CONSENTS</b>	
<b>I give consent for my child to take part in the following:</b>	
Local off-site visits and activities that take place during school hours within [insert walking-distance radius, could also include examples of these trips].	YES/NO

- Commented [CP4]:** A separate consent form template to be made for bigger excursions
- Commented [DP5R4]:** This consent form will not be GDPR related, it is simply consent for their child to attend the trip
- Commented [SA6R4]:** Bigger excursions letters will include consent



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*please note, we will not share information with 3 <sup>rd</sup> Party organisations, we will only pass on the information that they provide.	

<b>In severe weather/school closure I give consent for my child during school hours to:</b>	
Leave school and make their own way home (I have spoken to my child about what to do in such an event in terms of getting home if transport is difficult and where to go if I am not at home to receive them)	YES/NO

**Signed (Parent only to sign here and not student)**

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Name:

.....

Date:.....



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