



AM/SA

23/06/2021

Dear Parent/Carer

**Re: GDPR CONSENT FORM**

**All students under 13 years old must take this letter home and ask your parent to sign and return it asap.**

At Tupton School Academy Trust we consider the age of 13 to be the appropriate threshold for seeking consent directly from the student. Prior to 13, where we need specific consent, we will seek consent from you as their 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 school and trust websites [www.chaucer.sheffield.sch.uk](http://www.chaucer.sheffield.sch.uk)

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 following tables. Please read this information carefully and select the appropriate options.

If you choose not to give consent for any of the items listed in the following tables please be assured that this will not affect your child's place at a school in the trust. You are completely free to refuse to provide consent to any of these items. 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 may have and can take appropriate steps where necessary.

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 contact to us [enquiries@chaucer.sheffield.sch.uk](mailto:enquiries@chaucer.sheffield.sch.uk)**

This consent will otherwise continue until you/your child leaves a school in the trust.

Yours sincerely

Joanne Crewe  
Headteacher

## Photographs and Videos

Some of the information in the 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 pupils are dressed appropriately.
- Photographs are kept securely. Any photographs taken on a personal device for the purposes of publicity are deleted immediately once the image has been published.
- The use of photos and videos for school management systems, CCTV and classroom development systems are used as a legitimate interest for the students and as such do not require specific consent. Images on these services are secure and not shared.

## Celebrating 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.

<b>GDPR CONSENTS</b>	
<b>I am happy for the information selected below to be used for the purpose of celebrating my child's achievements, reporting on events involving the trust and promoting the trust</b>	
<b>I am happy for photographs/videos to be used;</b> (including name when appropriate)	
Inside school (e.g. school newsletter, school magazine, internal screens and boards)	YES / NO
Outside school (e.g. school prospectus, school/trust website, social media including Facebook/Twitter etc. newspapers and magazines *)	YES / NO
Photos taken by third parties working with school (e.g. universities) *	YES / NO
*please note that if you give permission to share your child's photo/video we would not be able to guarantee the 'right to be deleted'.	
<b>I give consent for my child to take part in the following :</b>	
Off-site visits and activities that take place during the school day	YES / NO
Off-site visits and activities that take place outside the school day, during the holidays and or at weekends	YES / NO
Off-site sporting activities	YES / NO
I understand that consent for the offsite activities may include sharing of minimal data required to ensure the safe and smooth running of off-site visits and activities	
<b>OTHER CONSENTS</b>	
<b>In severe weather/school closure I give consent for my child 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
If I select NO I understand that it is my responsibility to contact the school to arrange the collection of my child	
<b>Use of Facial Recognition</b> The Facial Recognition software that we use converts the student's image into a numerical value that can only be used on our catering service to quickly identify your child. An image and the data is stored only in the system and as such cannot be copied, re-created, transferred, and cannot be used on any other service. The data is only stored as long as a student is on-roll with the trust. Where I choose not to give consent to the use of my child's image for the service, I understand that this will not prevent them from accessing either school meals and alternative processes will be put in place for my child.	
I give consent for my child's image to be used as part of the Facial Recognition option on our catering system.	YES / NO
<b>Data Transfer</b> I understand that selected data held by the school about myself and my child will be transferred securely to third parties, in order for the school to fulfil their obligations as an education provider and as such do not require your consent to do so. (e.g. Sheffield Local Authority, Youth Support Services, ParentPay etc)	
<b>Home School Agreement</b> I have read, understand and agree to the Home School Agreement in my child's planner.	

Student Name/s .....

Signed: .....

Parent/Carer Name: .....

Date: ...../...../.....