



CONSENT FORM – PUPIL PERSONAL DATA

During a pupil's time with us, as a Trust/School, we will gather information about them which we will use for various purposes. A Privacy Notice has been provided to them in relation to the use of this information, which is also available on the school website [stmaryshysongreen.com](https://www.stmaryshysongreen.com/uploads/2/2/3/8/2238960/olol_pupil_privacy_notice.pdf) https://www.stmaryshysongreen.com/uploads/2/2/3/8/2238960/olol_pupil_privacy_notice.pdf

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at the Trust/School. You are completely free to refuse to provide your 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 as a Trust/School we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that as a Trust/School we take very seriously the issue of potential misuse of photographs and videos of our pupils. We ensure that we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions. These controls include:

- Standard Code for School Uniform (ensuring pupils are dressed correctly)
- Data Protection Policy
- CCTV Policy
- Retention and Destruction Policy/Schedule

Where appropriate consent has been given, the Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

| | | | |
|---|--|-----------------------|--|
| Student name: | | Student D.o.B: | |
| Form completed by (please print name): | | | |
| Signature: | | Date: | |

This consent will otherwise continue until your child leaves the Trust/School or your child reaches the age of 12/13 years old (enters Yr8) at which point the Trust/School will seek consent directly from your child in relation to the above matters.

Celebrating Achievements & Promoting the Trust/School

As a Trust/School, we are very proud of the achievements of all our pupils, and we want to be able to celebrate these achievements both within the Trust/School and with others. We may also want to report on significant events which involve our pupils and be able to promote the Trust/School to attract new pupils to show, as a Catholic Education Provider, the quality of the education, social contribution and pastoral provision available. It is important to us, as a Catholic Trust/School, that we deliver the teaching mission of making Christ known to all people. All of this could involve certain activities, events, work displays etc. and featuring in Trust/School promotional material including websites, prospectuses, newsletters etc.

| In this regard, I am happy for the Trust/School to use: (please indicate Yes or No for each category below) | Yes | No |
|---|------------|-----------|
| Photographs of my child | | |
| Videos of my child | | |
| My child's name with class name or year group | | |
| I am happy for the information selected above to be used for the following: (please indicate Yes/No for each category below) | Yes | No |
| On internal screens and/or internal noticeboards which may also be viewed by visitors to the school site | | |
| On the Trust/School websites / intranet (if applicable) | | |
| In the Trust/School newsletters & prospectuses | | |
| On the Trust/School social media sites | | |
| In news media (newspapers, websites and television) | | |

Provision of Pastoral Care within the Trust/School

It is important that, as a Catholic Trust/School, our pupils are supported not only in school but also more widely in the parish, especially at times of need. So that the Diocese and Catholic support agencies are able to provide that support and pray for the pupils at our school, we need to provide information to them (including full name, date of birth, address, contact details, name/contact details of parent/carer).

| | Yes | No |
|---|------------|-----------|
| In this regard, I am happy for the Trust/School to share my child's personal details with the Diocese and Catholic Support Agencies with provision of pastoral care within the community of the Catholic Church. | | |

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 to any of the above, or otherwise amend your position, please write to us at:

patrica.carnell@smca.nottingham.sch.uk

or

DPO Karen Rich dpo@ololcatholicmat.co.uk