



## Harrow Lodge Primary School

### CONSENT FORM - PUPIL PERSONAL DATA

**Definition:** Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Harrow Lodge Primary School and Partnership Learning (the multi academy trust of which the school is part of). Wherever the term ‘you’ or ‘your’ are used this refers to a pupil named on the last page of this document.

During your time with us, we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the school website.

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 place at the 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 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 you. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

*Our nominated school photographer is DBS checked and a reputable company and puts in place secure measures when sending the hard copies out to the school. All staff use school ipads to take photos and videos. All ipads are password protected. All photos will be uploaded to a secure drive on the network.*

We may provide photographs and videos to the media or be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media we have no control over the future use of this media.

## Celebrating Your Achievements and Reporting on Events

We are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within our school and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	No
In order to celebrate my achievements I am happy for the school to use: <ul style="list-style-type: none"><li>• Photographs of me</li><li>• Videos of me</li></ul>		
The following information may be used with the above: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		
I am happy for the following information to be used <u>but only without</u> photographs or videos of me: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		
I am happy for the information selected above to be used: <ul style="list-style-type: none"><li>• On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards</li><li>• On our websites</li><li>• On our social media sites</li><li>• In local news media - newspapers, websites and television</li><li>• In national news media - newspapers, websites and television</li></ul>		

## Promoting The School

We want to be able to promote the school to attract new pupils, and to show the quality of our school. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus, website and social media site.

	Yes	No
<p>I am happy for the information selected below to be used for the purpose of promoting the school:</p> <ul style="list-style-type: none"> <li>• Photographs of me</li> <li>• Videos of me</li> </ul>		
<p>The following information may be used with the above:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
<p>I am happy for the following information to be used <u>but only without</u> photographs or videos of me :</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
<p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> <li>• On the school website</li> <li>• In the schools prospectus</li> <li>• On the schools Facebook page</li> </ul>		

## Paying for Meals

Our school uses sQuid a payment provider for school meals.

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 contact us:

Maria Haynes - 01708 448187 - [GDPR@harrowlodgeprimary.com](mailto:GDPR@harrowlodgeprimary.com)

This consent will otherwise continue until you leave the school.

**To be signed by parent/guardian if child is under 12 years of age or by pupil if older than 12 years of age.**

**Student Name:**

**Date of Birth:**

**Signed:**

**Name (if parent/guardian):**

**Date:**