



Data Protection Statement regarding Personal Data Capture Forms

The information provided by you to St Patrick's Primary School is required by us to ensure the health and safety of pupil's enrolled in St Patrick's. Pupil data is an important factor in increasing pupil achievement and accessing appropriate support/funding for the school and pupils. When we process your personal information, for example, collect it on a form or store it in a file or on a computer, the school is obliged to comply with the General Data Protection Regulation (GDPR).

We will process your personal information on the legal basis that it is part of our duty to do so.

We will share the personal information you provide to us on this form with

- Department of Education
- Education Authority for Northern Ireland
- Northern Ireland Council for Curriculum Examinations and Assessments
- The Board of Governors
- Council for Catholic Maintained Schools
- Department of Health and Health & Social Care Trusts
- PSNI
- C2K School Management Information System

for the purposes of ensuring pupils' health and safety, assessment, access to services and as necessary for school funding requirements.

Your personal information will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notice for Parents for Pupils & Parents/Families/ Carers/Legal Guardians on our school website www.stpatricksloup.co.uk and we have hard copies available at our school office. Our Privacy Notice provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions or concerns.

CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

Photographs and recordings of pupils for school, family and press are a source of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (*newspaper and media companies will often use a full name and we will not seek further permission for this). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Parents/legal guardians of pupils under the age of 13 are required to complete this form on behalf of the pupil.

Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media account is only the school website (www.stpatricksloup.co.uk) and twitter (@stpatricksloup).

We may continue to use your child's image or footage after they have left the School in promotional materials or on our social media or website accounts.

We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.

We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

CONSENT FORM FOR USE OF TEXT AND EMAIL DETAILS

This form explains the reasons why and how St Patrick's may use your email address and mobile number for marketing which involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent for the use of your/your child's personal information for emails and text messages.

Without your consent we will not use your email address, for example, to send Monthly newsletters, send information regarding your child's progress (reports), text reminders.

St Patrick's primary aim is to inform you of the events that are taking place during the school year and, if you wish to participate in them, how you can do so and to what benefit. We also use it to text reminders to parents about events/trips/dinner menu changes ..etc

CAN I WITHDRAW MY CONSENT IF I CHANGE MY MIND?

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

St Patrick's Primary School

119 Ruskey Road, The Loup, Magherafelt, Co Derry, BT45 7TS



Principal: Mr Seamus Scullion BSc(Hons) PGCE PQH(NI)
 Telephone: 028 79 418 413
 Fax: 028 79 418 631
 Email: info@stpatricksps.loup.ni.sch.uk

DECLARATION/ CONSENT FORM FOR

DATE OF BIRTH

Parents/legal guardians of pupils are required to complete this form on behalf of the pupil. This consent form is valid for the academic year 2019 to 2020. It will be updated on an annual basis. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent
- Changes to school circumstances

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your or your child's personal information, you/your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Please read the conditions included in this pack thoroughly and provide your consent as appropriate by circling either 'Yes' or 'No' for each criterion.

POLICY DECLARATION

I have received, read and accept the school policies listed below: <ul style="list-style-type: none"> • Handling Comments and Complaints Policy • Safeguarding/Child Protection Policy • Parent and Pupil eSafety Code of Conduct Agreement • Data Protection Statement 	Yes/No
I am aware that all other policies can be obtained from the school office and many are available on the school website (www.stpatricksloup.co.uk)	Yes/No

CONSENT REGARDING USE OF PERSONAL DATA CAPTURE FORMS

I consent for Information contained in my child's data capture form to be retained and used by the school as outlined above in the school Privacy Notice and Data Statement which is published on the school website and available from the school office on request.	Yes/No
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CONSENT FOR USE OF TEXT AND EMAIL DETAILS

I consent to receiving marketing material via email, text and printed form	Yes/No
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CONSENT FOR PHOTOGRAPHS AND FOOTAGE

<p>DISPLAYS I give permission for photographs, voice recordings or videos of me or my child to be taken and used within school, for example: displays in school entrance.</p>	Yes/No
<p>NEWSLETTER I give permission for photographs of me or my child to be used in the printed school newsletter. I understand that it is posted on the School website.</p>	Yes/No
<p>Me or my child may be named in the caption or article associated with the image in the school newsletter.</p>	Yes/No
<p>WEBSITE I give permission for photographs, voice recordings or videos of me or my child to be used on the School's website</p>	Yes/No
<p>I give permission for my child's work to be used on the school website our school-managed social media portals eg Seesaw.</p>	Yes/No
<p>My child may be named in the associated captions or articles on the website</p>	Yes/No
<p>PROMOTIONAL MATERIAL My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.</p>	Yes/No
<p>MEDIA I give permission for visiting media organisations to take photographs or video footage of my child and use them in local or national publications, on websites and on radio or television programmes.</p>	Yes/No
<p>My child's name* may be used in connection with this material. (*In these instances full names are often used).</p>	Yes/No
<p>TRAINING My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards.</p>	Yes/No

Signed by parent/legal

guardian.....

Print name

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Relationship to child

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Date