



**St John's C of E Primary School**  
Redfield Road, Midsomer Norton, BA3 2JN  
01761 412019 [Office@stjohnsmsn.co.uk](mailto:Office@stjohnsmsn.co.uk)  
Headteacher: Mrs C Mirams



May 2018

Dear Parent/Carer

### **Re: Changes to Data Protection Law**

You may be aware that from May, the rules around data protection are changing. The 'General Data Protection Regulation' (GDPR) will change how we can use your personal data and keep it safe, and will also strengthen your rights over your own data.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant. One of these changes is that we have updated our Privacy Notice; this is attached and also available on our website. The Privacy Notice is written to pupils but is also for parents and carers.

We have also attached 3 forms as follows and would be grateful if you could fill these in and return them to the school office by **Friday 25th May**:

#### **1) Expression of Parental Preferences for Photographs**

As part of our work to comply with the GDPR, we need to re-seek consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again. We are seeking consent to use photographs or videos which may feature your child on internal displays, our website, or other school materials/publications.

#### **2) Expression of Parental Consent for Communication Purposes**

We are also seeking consent for the ways we keep in touch with you.

#### **3) Expression of Parent Consent for Fundraising Purposes**

This form is seeking your consent for us to contact you about any school activities which relate to fundraising.

Attached is an information document on Data Protection Law from GDPRiS, which has a website for schools: [www.gdpr.school](http://www.gdpr.school), where you can find more information. If you have any other questions about how the GDPR affects you, or how our school is preparing, you can contact the school office.

Yours faithfully

Mrs C Mirams  
Headteacher



## Expression of Parental Preferences for Photographs and Videos

Name of Child(ren) \_\_\_\_\_ Date \_\_\_\_\_

At St John's Primary School, we sometimes take photographs of pupils. We use these photos on display boards around school, in school publications and on the school's website to demonstrate children's learning, publicise school activities and promote the school. We also take videos that may feature pupils sometimes and use these within school, on the school's website, and on occasion, externally for educational purposes.

We would like your consent to take photos and videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

**Please tick (✓) the relevant box(es) below and overleaf, and return this form to school.**

### Unnamed Photographs:

- I am happy for the school to take photographs of my child ..... ☐
- I am happy for photos of my child to be used internally within school ..... ☐
- I am happy for photos of my child to be used in the school newsletter ..... ☐
- I am happy for photos of my child to be used in school publications e.g. prospectus and parent handbook ..... ☐
- I am happy for photos of my child to be used on the school website/blogsite ..... ☐
- I am happy for photos of my child to be used in any external publication ..... ☐
- I am happy for the school photographer to take photographs of my child ..... ☐

### Named Photographs (first name only):

- I am happy for the school to take photographs of my child ..... ☐
- I am happy for photos of my child to be used internally within school ..... ☐
- I am happy for photos of my child to be used in the school newsletter ..... ☐
- I am happy for photos of my child to be used in school publications e.g. prospectus and parent handbook ..... ☐
- I am happy for photos of my child to be used on the school website/blogsite ..... ☐
- I am happy for photos of my child to be used in any external publication (this may include surname) ..... ☐
- I am happy for the school photographer to take photographs of my child ..... ☐

I am happy for my child's photo and medical information to be displayed internally within the school ☐

**OR**

I am **NOT** happy for the school to take or use photos of my child ..... ☐

### Unnamed Videos:

I am happy for the school to take videos of my child ..... ☐

I am happy for videos that may feature my child to be used internally within school ..... ☐

I am happy for videos that may feature my child to be used on the school website/blogsite... ☐

I am happy for videos that may feature my child to be used externally ..... ☐

### OR

I am **NOT** happy for the school to take or use videos of my child ..... ☐

If you change your mind at any time, you can let us know by emailing [office@stjohnsmsn.co.uk](mailto:office@stjohnsmsn.co.uk), calling the school on 01761 412019, or just popping in to the school office. If you have any other questions, please get in touch.

We will re-seek consent on an annual basis and hold photographs for no longer than 2 years after you have given consent. Unless you withdraw consent upon which your photographs will be removed immediately. Please see the Photograph Policy on our school website for further information.

I understand that the school will try to take my preferences into account but that the school must comply with the Data Protection Act 2018 which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself.

Parent or Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Relationship to child \_\_\_\_\_

## Expression of Parental Consent for Communication Purposes

Name of Child(ren) \_\_\_\_\_ Date \_\_\_\_\_

We would like your consent to use your contact details for the purpose of communication, including school activity reminders, updates, newsletters and general information.

The information that we will use will include your name, address, telephone number and email address.

We use the following means of communication:

- Text Messaging (through Parentmail)
- Emails (through Parentmail/Parentpay)
- General email
- Letters
- Telephone calls

We will review consent on an annual basis, however your details will not be kept for longer than 2 years beyond your last consent.

**Please tick (✓) the box below and return this form to school.**

I am happy for the school to use my contact details for general communication ..... ☐

If you change your mind at any time, you can let us know by emailing [office@stjohnsmsn.co.uk](mailto:office@stjohnsmsn.co.uk) , calling the school on 01761 412019, or just popping in to the school office.

If you have any other questions, please get in touch.

I understand that the school will take my preferences into account but that the school must comply with the Data Protection Act 2018.

Parent or Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Relationship to child \_\_\_\_\_

## Expression of Parental Consent for Fundraising Purposes

Name of Child(ren) \_\_\_\_\_ Date \_\_\_\_\_

We would like your consent to use your contact details for the purpose of fundraising opportunities and information about school activities which relate to fundraising.

The information that we will use will include your name, address, telephone number and email address.

We may share your child's name and class with School Association for organisational purposes e.g. disco registration list.

We will review consent on an annual basis, however your details will not be kept for longer than 2 years beyond your last consent.

**Please tick (✓) the box below and return this form to school.**

I am happy for the school to use my contact details for the purpose of fundraising ..... ☐

If you change your mind at any time, you can let us know by emailing [office@stjohnsmsn.co.uk](mailto:office@stjohnsmsn.co.uk) , calling the school on 01761 412019, or just popping in to the school office.

If you have any other questions, please get in touch.

I understand that the school will take my preferences into account but that the school must comply with Data Protection Act 2018.

Parent or Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Relationship to child \_\_\_\_\_