



*Together Everyone
Achieves More*

Data Protection Policy

St. Patrick's Primary School Portrush

Policy No:	09		
Date Ratified:	Aug 2018		
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Governors Forward

The Board of Governors at St. Patrick's Primary School believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use Personal Information and how (and when) we delete that information once it is no longer required.

We will review and update this data protection policy (the "Policy") regularly in accordance with our data protection obligations.

Our privacy notices are attached as AppendixB – D.

Any queries in relation to this Policy or any of the matters referred to in it should be submitted to the Principal.

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Who is this Policy for?

1. This policy is for the entire school community including staff, volunteers, parents/carers and children, relevant authorities such as the Education Authority, Department for Education and the Catholic Council for Maintained Schools and the wider public who may have an interest.
2. Data Protection can be complex and confusing, if you have any questions you can make an appointment to speak to the Principal who will be happy help. If you do not wish to contact the school you can seek advice from the Education Authority.

What is this Policy for?

3. This Policy Statement demonstrates the School's commitment to, and procedures for, complying with the [General Data Protection Regulations](#) (GDPR).
4. This Policy gives important information about:
 - a. the data protection principles the school must comply with;
 - b. what is meant by Personal Information and Special Category Data;
 - c. how we gather, use and (ultimately) delete Personal Information and Special Category Data in accordance with the data protection principles;
 - d. where more detailed Privacy Information can be found, e.g. about the Personal Information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
 - e. your rights and obligations in relation to data protection; and
 - f. the consequences of our failure to comply with this Policy.
5. You can also get more detailed information on GDPR from the:
 - Information Commissioners Office: <https://ico.org.uk/about-the-ico/who-we-are/northern-ireland-office/>
 - Education Authority: <http://www.eani.org.uk/about-us/think-data/>

About Data Protection

6. The **General Data Protection Regulations (GDPR)**¹ is an EU Regulation that outlines how personal information must be treated by the school, its staff and volunteers. This includes its collection, storage, use, sharing and disposal.
7. There's no definitive list of what is or isn't personal information data. At a basic level personal Information is any information that identifies a person. A list of definitions is provided in Appendix A.
8. GDPR sets out the following principles with which any party handling Personal Information must comply. All Personal Information must be:
 - a. processed lawfully, fairly and in a transparent manner;
 - b. collected for specified, explicit and legitimate purposes only, and will not be further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
 - c. adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
 - d. accurate and, where necessary, kept up to date and take reasonable steps to ensure that inaccurate Personal Information are deleted or corrected without delay;
 - e. kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the information is processed; Personal Information may be stored for longer periods insofar as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes subject to implementation of the appropriate technical and organisational measures required by GDPR in order to safeguard the rights and freedoms of the individual; and

¹ [Regulation \(EU\) 2016/679 of the European Parliament and of the Council](#). Note that the UK has indicated that it will be retaining all aspects of GDPR following the UK's exit from the EU. The school will, following advice from the EA, review this policy following the UK's exit from the EU.

- f. processed in a manner than ensures appropriate security of the Personal Information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Lawful, Fair and Transparent Processing

The Data we hold:

- 9. St. Patrick's holds a wide variety of personal information. It relates to pupils, staff and members of the school community and includes factual information and opinions. As required by law, the school is registered with the Information Commissioners Office². We process personal information to enable us to:
 - a. provide the highest standards of education, training, welfare and educational support services;
 - b. administer school property;
 - c. maintain our own accounts and records;
 - d. carry out fundraising;
 - e. promote and celebrate the school in the community; and
 - f. support and manage our employees.
- 10. The personal information the school may hold includes:
 - a. name and personal details;
 - b. family, lifestyle and social circumstances;
 - c. financial details;
 - d. education details;
 - e. employment details;
 - f. student and disciplinary records;
 - g. vetting checks;
 - h. goods and services; and
 - i. visual images, personal appearance and behaviour.
- 11. The School may also process sensitive classes of information that include:
 - a. physical or mental health details;

² [Registration No. Z8554327](#)

- b. racial or ethnic origin;
- c. religious or other beliefs of a similar nature;
- d. trade union membership;
- e. sexual life; and
- f. offences and alleged offences.

12. The school may use CCTV systems to monitor and collect visual images for security and the prevention of crime.

Our Legal Basis for Processing Personal Information

13. We process the Personal Information on at least one of the following bases outlined below:

a. With your **Consent**:

- i. the individual has given their express agreement to the processing of their Personal Information for one or more specific purposes;
- ii. parental consent will be obtained for any child aged under 13 years old;

b. When it is **Contractual**:

the processing is necessary for the performance of a contract to which the individual is party or in order to take steps at the request of the individual prior to entering into a contract;

c. When we have a **Legal Obligation**:

the processing is necessary for compliance with a legal obligation to which the School is subject;

d. When there are **Vital Interests**:

the processing is necessary for the protection of the vital interests of the individual or another natural person; or

e. When there are **Public Interests**:

the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority; or

f. When there are **Legitimate Interests**:

the processing is necessary for the purposes of legitimate interests of the School or a third party, except where those interests are overridden by the

interests of fundamental rights and freedoms of the individual, in particular where the individual is a child.

14. Except where the processing is based on consent, the school will ensure that the processing of personal information is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
15. Where Special Category Data is processed, the school will identify a lawful special condition for processing that information and document it.
16. Where criminal offence information is processed, the school will identify a lawful condition for processing that information and document it.

Your Rights

17. The GDPR states that individuals have the following rights in respect of the processing of their Personal Information:

- a. **The right to be informed:**

The School will keep individuals informed of its processing activities through its privacy notices

- b. **The right of access:**

- i. An individual may make a subject access request ("SAR") at any time to find out more about the Personal Information which the School holds on them. All SARs must be forwarded to the Principal.
- ii. The School is required to respond to a SAR within one month of receipt but this can be extended by up to two months in the case of complex and/or numerous requests and, in such cases, the individual will be informed of the need for such extension. The School does not charge a fee for the handling of a straightforward SAR.

- c. **The right to rectification:**

If an individual informs the School that Personal Information held by the School is inaccurate or incomplete, the individual can request that it is rectified.

- d. **The right to erasure:**

An individual is entitled to request that the School ceases to hold Personal Information it holds about them.

The School is required to comply with a request for erasure unless the School has reasonable grounds to refuse.

e. The right to restrict processing:

An individual is entitled to request that the School stops processing the Personal Information it holds about them in certain circumstances.

f. The right to data portability:

An individual has the right to receive a copy of their Personal Information and use it for other purposes.

g. The right to object:

An individual is entitled to object to the School's processing of their Personal Information.

h. Rights in relation to automated decision making and profiling:

An individual has the right to challenge any decision that is made about them on an automated basis (subject to certain exceptions).

The School is also required to comply with certain conditions if it uses Personal Information for profiling purposes.

Data Protection Officer

18. The Principal is the school's Data Protection Officer.

19. The data protection officer, in conjunction with/supervising other school staff as appropriate (such as the Special Educational Needs Co-ordinator), will use data impact assessments to allow a:

- a. consideration of how Personal Information will be processed and for what purposes;
- b. assessment of whether the proposed processing of Personal Information is both necessary and proportionate to the purpose(s); and
- c. assessment of the risks to individuals in processing the Personal Information; and

- d. identification of what controls are necessary to address the identified risks and demonstrate compliance with legislation.
20. A data protection impact assessment may be conducted on routine business process periodically. Where the amount and/or sensitivity of Personal Information processed dictates more frequent assessments may be conducted. A assessment will normally be done if there are high-impact changes in the schools processes or handling of personal information.

Data Retention & Disposal

21. Personal Information kept by the school is managed in accordance with the [Department of Education Disposal of Records Schedule](#). This is provide is provided in AppendixA.

Responding to a Data Breach

22. A data breach is any (potential) unintended loss of control over or loss of Personal Information within the School's environment. Preventing a data breach is the responsibility of all the School staff and its workforce.
23. Please refer to the School's Data Breach Management Procedure.

Securely Storing Data

24. All staff and volunteers must take all reasonable steps to ensure data is kept secure.
25. If a staff or volunteers **must not use personal storage devises to store personal information**, the appropriate existing infrastructure must be used, for example C2k cloud storage or SIMS.
26. Portable IT infrastructure or personal information, such as laptop computers or written reports, must be appropriately secured when not in use. Staff are discouraged from taking personal information off school premises, however it is acknowledged that this may be necessary on occasion, such as writing reports or attending meetings. Personal information or portable IT infrastructure must never be left in a place where they may be taken/stolen or viewed, for example

in plain view in vehicles; in vehicles for extended periods of time (i.e. overnight); at home or public locations where others may view contents.

Third-Party Services and Subcontracting

27. The School may decide to contract with a third party for the collection, storage or processing of data, including Personal Information.
28. If the School decides to appoint a third party for the processing of Personal Information, this must be regulated in a written agreement in which the rights and duties of the School and of the subcontractor are specified. A subcontractor shall be selected that will guarantee the technological and organisational security measures required in this Policy, and provide sufficient guarantees with respect to the protection of the personal rights and the exercise of those rights.
29. The subcontractor is contractually obligated to process Personal Information only within the scope of the contract and the directions issued by the School.

Complaints

30. Complaints will be dealt with in line with the School's complaints procedures. A
31. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB
Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk

Definitions

“consent”	is any freely given, specific and transparently, well-informed indication of the will of the individual, whereby the individual agrees that his or her Personal Information may be processed. Particular requirements about consent can
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arise from the respective national laws.

"Personal Information"	(sometimes known as "personal data") means any information relating to an identified or identifiable natural person. An identifiable person is one who can be identified, directly or indirectly — in particular, by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.
"processing"	means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with Personal Information.
"Special Category Data"	(sometimes known as "sensitive personal data") means Personal Information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data and the processing of data concerning health or sex life

Policy Monitoring and Evaluation

32. This policy and the schools Data Protection arrangements will be reviewed bi-annually, or as required, by the Principal. A report made to the Board of Governors and parents will be informed of any changes.

Policy Accessibility Statement

33. If you need this document in another form, such as large print or you have any suggests as to how we could improve the accessibility please contact the school office.

AppendixA - Disposal of Records Schedule

Record	Minimum Retention Period	Action After Retention
Management & Organisation		
Board of Governors – general correspondence	Current school year + 6 years	Destroy
BOG Meetings Minutes (master)	Current school year + 6 years	Offer to PRONI for Permanent Preservation
Senior Management Team-Meeting Minutes	Current school year + 6 years	Offer to PRONI for Permanent Preservation
Staff Meeting Minutes	Current school year + 6 years	Destroy
School Development Plan	Retain in school for 10 years from closure of Plan	Offer to PRONI for Permanent Preservation
School Policies	Retain while current. Retain 1 copy of old policy for 2 years after being replaced	Destroy
PTA – minutes and general correspondence	Current school year + 6 years	Destroy
Visitors Book	Current school year + 6 years	Destroy
Circulars to Staff, Parents and Pupils	Current school year + 3 years	Destroy
School Brochure or Prospectus	Current school year + 3 years	Destroy
Comments/Complaints	5 years after closing. Review for further retention in the case of contentious disputes	Destroy
Annual Report	Retain in school for 10 years from date of Report	Offer to PRONI for Permanent Preservation
School Fund	Current financial year + 6	Destroy

	years	
Emergency Planning/Business Continuity Plan	Until superseded	Destroy
Pupil Data		
Applications for enrolment	3 years after enrolment	Destroy
Transfer applications (Transfer Forms)	3 years after enrolment	Destroy
Pupil Attendance Information/Registers	Date of Register + 10 years	Offer to PRONI for Permanent Preservation
Pupil Education Records - School/Progress Reports etc	Until pupil is 23 years old	Destroy
Pupil Education Records - School/Progress Reports etc (Special Educational Needs)	Until Pupil is 26 years old	Destroy
Child Protection Information-Record of concerns where case was not referred to Social Services	10 years after last entry on file	Destroy
Child Protection Information-Social Services investigation outcome was unfounded or malicious	10 years after last entry on file	Destroy
Child Protection Information-Social Services investigation outcome was inconclusive, unsubstantiated or substantiated	Until pupil is 30 years old	Destroy
Disciplinary Action (Suspension/Expulsion)/Offences – bullying	Until pupil is 23 years old	Destroy
Disciplinary Action (Suspension/Expulsion)/Offences – bullying (Special Educational Needs)	Until pupil is 26 years old	Destroy
Timetables + Class Groupings	Retain while current	Destroy
Examination Results	Current school year + 6 years	Destroy
Careers Advice	Current school year + 6 years	Destroy
School Meals returns	Current financial year + 6 years	Destroy
Free Meals registers	Current financial year + 6 years	Destroy
School Trips – Financial & Administration details	Current financial year + 6 years	Destroy
School Trips-Attendance/Staff Supervision etc	Current financial year + 6 years. In the case of an incident/accident involving a pupil, retain until pupil is 23 years old or 26 for a pupil with special educational needs	Destroy

Reports of Stolen/Damaged Items	Current financial year + 6 years	Destroy
Medical Records – records of pupils with medical conditions and details for the administration of drugs when necessary.	Until pupil is 23years old or in the case of a Special Needs Pupil, until 26 years old	Destroy
Staff Data		
Staff Personnel Records (including, appointment details, training, staff development etc.)	7 years after leaving employment	Destroy
Interview notes and recruitment records	Date of interview + 6 months	Destroy
Staff Salary Records	7 years after leaving employment	Destroy
Staff Sickness Records (copies of Medical Certs)	Current school year + 6 years	Destroy
Substitute Teacher Records	Current school year + 6 years	Destroy
Substitute Staff Records-non teaching (cover for nursery assistants)	Current school year + 6 years	Destroy
Student Records-non teaching (e.g. nursery assistant students & pupils from schools on work experience)	Current school year + 6 years	Destroy
Student Teachers on Teaching Practice – student teacher progress	Current school year + 6 years	Destroy
Procedures for Induction of Staff	Until superseded	Destroy
Staff/Teachers' Attendance Records	7 years after leaving	Destroy
Staff Performance Review	7 years after leaving	Destroy
Finance		
Annual budget and budget deployment	Current financial year + 6 years	Destroy
Budget Monitoring	Current financial year + 6 years	Destroy
Annual Statement of Accounts (Outturn Statement)	Current financial year + 6 years	Destroy
Order Books, Invoices, Bank Records, Cash Books, Till Rolls, Lodgement books etc	Current financial year + 6 years	Destroy
Postage Book	Current financial year + 6 years	Destroy
Audit Reports	Current financial year + 6 years	Destroy
Health and Safety		
Accident Reporting (Adults)	Date of incident + 7 years	Destroy
Accident Reporting (Children)	Until pupil is 23years old or in the case of a Special Needs	Destroy

	pupil, until 26 years old	
Risk Assessments – work experience locations/pupils	7 years	Destroy
H & S Reports	15 years	Destroy
Fire Procedure	Until superseded	Destroy
Security System File	For the life of the system	Destroy

AppendixB Privacy Notice for Pupils & Parents /Families/ Carers/ Legal Guardians

ABOUT US

St Patrick's Primary School is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/departments-education-legislation>.

The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place at the school and their families/carers/legal guardians. We may update this notice at any time but if we do so, we will inform you as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query. The Principal is also the Data Protection Officer

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland

3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

HOW DO WE COLLECT AND HOLD PERSONAL INFORMATION?

We collect some personal information about our pupils and their families/carers/legal guardians during a pupil's application process to the school.

We will sometimes collect additional information from third parties such as the Education Authority, Department of Education, examination board or previous school attended by a pupil.

We mainly collect personal information about our pupils and their families/carers/legal guardians throughout the course of the pupil's time at the school, for instance when completing educational visit consent forms, from statutory curriculum assessments and throughout our relationship with a pupil when we are exercising our legal obligations as a public educational body and during our pastoral care.

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT OUR PUPILS?

Personal information is information that identifies you and relates to you. We will collect, store and use the following categories of personal information about our pupils:

- Personal information (such as name, age, date of birth, photographs and unique pupil number)
- Contact information (such as address, emergency contact information and telephone number)
- Attendance information (such as sessions attended, number of absences and absence reasons)

- Assessment information (such as statutory assessment process, GCSE and post-16 qualifications and standardised tests provided by commercial companies)
- Exclusion and behavioural information
- CCTV footage captured in school and other information obtained through electronic means
- Non-sensitive characteristic information (such as free school meal eligibility)
- Special categories of information (such as ethnicity, language, country of birth, nationality, information regarding health, special educational needs, allergies and disability).

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT OUR PUPILS'/ PARENTS/FAMILIES/CARERS/LEGAL GUARDIANS?

We will collect, store and use the following categories of personal information about our pupils'/parents/families/carers/legal guardians:

- Personal information (such as name, age, date of birth and photographs)
- Contact information (such as address and telephone number)
- Financial information (such as bank account details and payment history)
- CCTV footage captured in school and other information obtained through electronic means

WHY DO WE COLLECT, STORE AND USE THIS INFORMATION?

We will only use personal information when the law allows us to. Most commonly, we will use personal information relating to our pupils and their parents/families/carers/legal guardians where we need to comply with our legal obligations and where it is needed in the public interest for us to exercise our authority as a public educational body.

In some cases we may use personal information where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, the school has a legitimate interest in providing pupils with an education, safeguarding and promoting pupil welfare, facilitating the efficient operation of the school.

We may also use your personal information, less frequently to protect a pupil's or their family's interests (or someone else's interests). For example, when investigating a complaint made by another pupil.

We keep personal information electronically on the School's information management systems, the School's IT network, or manually in indexed filing systems.

Situations in which we will use personal data, including special category data, include:

- | | |
|---|--|
| <ul style="list-style-type: none">• Teaching & Learning
For example:<ul style="list-style-type: none">○ to monitor and report on pupil progress○ to provide appropriate pastoral care | <ul style="list-style-type: none">• Statutory Returns
For example:<ul style="list-style-type: none">○ to monitor equal opportunities |
| <ul style="list-style-type: none">• Safeguarding & Child Protection
For example:<ul style="list-style-type: none">○ to safeguard pupils○ to manage a pupil's absence | <ul style="list-style-type: none">• Security
For example:<ul style="list-style-type: none">○ to comply with health and safety obligations○ to comply with the law regarding data sharing |
| <ul style="list-style-type: none">• Business Continuity
For example:<ul style="list-style-type: none">○ to assess the quality of our services | <ul style="list-style-type: none">• Access to Systems
For example:<ul style="list-style-type: none">○ to support pupil learning |
| <ul style="list-style-type: none">• Communications
For example:<ul style="list-style-type: none">○ to foster links between the school and the local community, including fundraising events | <ul style="list-style-type: none">• Sound Financial Management
For example:<ul style="list-style-type: none">○ to provide more efficient means of payment for school facilities such as catering services |

CONSENT

Whilst the majority of the personal data provided to the school is required for us to comply with our legal obligations, some of that information is provided on a voluntary basis through parental consent (namely, a parent's/carer's/legal guardian's express agreement). A pupil aged 13 or over is considered capable of giving consent themselves and will not require express agreement from a parent/carer/legal guardian. However, if a child is not considered capable of giving consent themselves for example, due to an identified special educational need, an adult with parental responsibility may exercise the child's data protection rights on their behalf.

Where we need consent, the school will provide the person with parental responsibility for a pupil or, if aged 13 or over, the pupil themselves, with a specific and clear notice which explains the reasons why the data is being collected and how the data will be used. You should be aware if you do not consent to our collection of this type of data, this will not affect the standard of education we deliver to the pupil.

If we ask for your consent to use personal information, you can take back this consent at any time. Please contact the school office in this instance.

Please be aware that we do not need to obtain parental consent if personal data is to be processed for the purposes of obtaining counselling services for the child.

HOW LONG IS THE INFORMATION STORED FOR?

We will only keep personal information for as long as necessary to fulfil the purposes we collected it (for example, to educate and look after pupils) and including for the purposes of satisfying any legal, accounting, or reporting requirements.

We do not store personal data forever; we only hold pupil and family data for as long as we are legally able to do so. However, sometimes we will keep personal information for historical reasons (e.g. year group or sports team photographs) but you will always have a right to ask for it to be destroyed.

This is a link to the Department of Education Document Retention and Disposal Policy which can be found at <https://www.education-ni.gov.uk/publications/disposal-records-schedule>. This will give you more information about how long we keep personal information.

In determining the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

DATA SECURITY

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

WHO WE SHARE PUPIL INFORMATION WITH

We may have to share pupil and their family's data with third parties, including third-party service providers and other bodies such as:

- the new school/s that the pupil attends after leaving us
- the Department of Education
- the Education Authority for Northern Ireland
- Northern Ireland Council for Curriculum Examinations and Assessments
- The Board of Governors
- Council for Catholic Maintained Schools
- General Teaching Council for Northern Ireland
- Department of Health and Health & Social Care Trusts
- PSNI
- C2K School Management Information System
- Examination Boards such as AQA, CCEA and Excel
- Commercial standardised test providers.

WHY WE SHARE PUPIL INFORMATION

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We only permit access to personal data for specified purpose and in accordance with our instructions.

We are required to share pupils' data with the Department of Education and/or the Education Authority on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We also share information with the NHS or a pupil's destination upon leaving school.

This enables them to provide services as follows:

- youth support services
- careers advisers

Schools Census

The Department of Education has a legal right to ask for particular information under the Education and Libraries (NI) Order 2003 and is referred to as the "School Census". This information includes information on pupil characteristics such as date of birth, gender, ethnicity, religion, free school meal entitlement and special educational needs status. A number of statistical releases are made available through the Department of Education website covering data on enrolments, participation rates, pupil teacher ratios, school leavers, attendance and school performance

YOUR RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

Under GDPR, pupils/parents/families and carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Principal.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Under certain circumstances, by law a parent/carer/legal guardian or a child over the age of 13 (who is considered competent to do so) has the right to:

- **Request access** to personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and your child and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly

unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

- **Request correction** of the personal information that we hold about you and your child. This enables you to have any incomplete or inaccurate information we hold corrected.
- **Request erasure** of personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of personal information where we are relying on a legitimate interest (or that of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing you and your child's personal information for direct marketing purposes.
- **Request the transfer** of your personal information to another party, for instance a new school.

AppendixC - Privacy Notice for Teaching Staff

ABOUT US

St Patrick's Primary School is a data controller of the personal information you provide to us as an individual employed at the school. This means that the school will determine the purposes for which and the manner in which any personal information relating to those employed to teach at the School is to be processed.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the GDPR.

It applies to all employees. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query.

Our Data Protection Officer is the School Principal and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland

3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers or background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of you working with us.

If you fail to provide certain information when requested, we may not be able to comply with our legal obligations (such as to ensure the health and safety of our employees).

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT THOSE EMPLOYED TO TEACH.

We will collect, store and use the following categories of personal information about school employees:

- personal information (such as name, employee or teacher number, national insurance number, next of kin details and emergency contact information, photographs, bank account details and tax status information)
- special categories of data including characteristics information (such as gender, age, ethnic group, trade union membership, information regarding your health and AccessNI Enhanced Disclosure application and outcome)
- recruitment information (such as copies of references, information included in a CV or letter as part of the application process)
- contract information (such as start dates, hours worked, post, roles and salary information, annual leave, leaving date and your reasons for leaving)
- performance information (including training records and professional memberships)
- disciplinary and grievance information
- work absence information (such as number of absences and reasons, including in respect of parental leave)
- qualifications (and, where relevant, subjects taught)

- CCTV footage captured in school and other information obtained through electronic means (such as swipe card records)
- information about your use of our information and communications systems

WHY DO WE COLLECT AND USE THIS INFORMATION?

St Patrick's P.S. collects and uses your personal information primarily to allow us to perform our contract with you. For example:

- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- checking you are legally entitled to work in the UK
- [paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs)]
- [enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties]
- administering the contract of employment CCMS has entered into with you
- business management and planning, including accounting and auditing
- conducting performance reviews, managing performance and determining performance requirements
- making decisions about salary reviews and compensation
- assessing qualifications for a particular job or task, including decisions about promotions
- gathering evidence for possible grievance or disciplinary hearings
- making decisions about your continued employment or engagement
- making arrangements for the termination of our working relationship
- education, training and development requirements
- dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- ascertaining your fitness to work
- managing sickness absence
- complying with health and safety obligations
- to monitor your use of our information and communication systems to ensure compliance with our IT policies
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- to conduct data analytics studies to review and better understand employee retention and attrition rates
- equal opportunities monitoring

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We have a legal right to collect and use personal information relating to our staff, for example:

- to enable the development of a comprehensive picture of our workforce and how it is deployed
- to inform the development of recruitment and retention policies
- to enable individuals to be paid
- to administer school property
- to maintain our own accounts and records
- to carry out fundraising
- to support staff training
- to provide appropriate pastoral care
- to assess the quality of our operations
- to comply with the law regarding data sharing

We may also collect and use your personal information in order to meet legal requirements set out in the General Data Protection Regulation and UK law, including:

- Education and Libraries (NI) Order 1986
- Education Reform (NI) Order 1989
- Education and Libraries (NI) Order 1993
- Education (NI) Order 1996
- Education (NI) Order 1997
- Education (NI) Order 1998
- Education and Libraries (NI) Order 2003
- Special Educational Needs and Disability (NI) Order 2005
- Education (NI) Order 2006
- Education Act (NI) 2014

CONSENT

Whilst the majority of the personal information you provide to the school is required for us to comply with our legal obligations, some of that information is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

You have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Principal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW LONG IS YOUR PERSONAL INFORMATION STORED FOR?

Personal information relating to the school workforce at our school is stored in line with the Department of Education Document Retention and Disposal Policy which can be found at <https://www.education-ni.gov.uk/publications/disposal-records-schedule>. This will give you more information about how long we keep personal information.

In accordance with the General Data Protection Regulations, the school does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee at the School we will retain and securely destroy your personal information in accordance with the Department of Education Document Retention and Disposal Policy.

WHO WE SHARE SCHOOL WORKFORCE INFORMATION WITH

We may have to share your personal information with third parties, including third-party service providers and other bodies such as:

- Education Authority
- Council for Catholic Maintained Schools
- The Department of Education

- General Teaching Council for Northern Ireland
- Northern Ireland Council for Curriculum Examinations and Assessments
- Education Training Inspectorate
- The Board of Governors
- PSNI
- Information Commissioner's Office

DATA SECURITY

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

WHY WE SHARE SCHOOL WORKFORCE INFORMATION

We will share your personal information with third parties where required by law or where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

TRANSFERRING INFORMATION OUTSIDE THE EU

We will not transfer the personal information we collect about you to any country outside the EU without telling you in advance that we intend to do so and what steps we have taken to ensure adequate protection for your personal information in those circumstances.

YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

WHAT ARE YOUR RIGHTS?

Under GDPR, members of the school workforce have the right to request access to information about them that we hold. To make a request for your personal information, contact the Principal.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- **Request access** to personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information

about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your personal information to another party.

Appendix D - Privacy notice for those Employed in a Non-Teaching Role

ABOUT US

St Patrick's Primary School is a data controller of the personal information you provide to us as an individual employed at the school. This means that the school will determine the purposes for which and the manner in which any personal information relating to its school employees is to be processed.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the GDPR.

It applies to all employees. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query.

Our Data Protection Officer is the Principal and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,

Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers or background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of you working with us.

If you fail to provide certain information when requested, we may not be able to comply with our legal obligations (such as to ensure the health and safety of our employees).

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT INDIVIDUALS EMPLOYED IN A NON-TEACHING ROLE.

We will collect, store and use the following categories of personal information about school employees:

- personal information (such as name, employee number, national insurance number, next of kin details and emergency contact information, photographs, bank account details and tax status information)
- special categories of data including characteristics information (such as gender, age, ethnic group, trade union membership, information regarding your health and AccessNI Enhanced Disclosure application and outcome)
- recruitment information (such as copies of references, information included in a CV or letter as part of the application process)
- contract information (such as start dates, hours worked, post, roles and salary information, annual leave, leaving date and your reasons for leaving)
- performance information (including training records and professional memberships)
- disciplinary and grievance information
- work absence information (such as number of absences and reasons, including in respect of parental leave)

- qualifications
- CCTV footage captured in school and other information obtained through electronic means (such as swipe card records)
- information about your use of our information and communications systems

WHY DO WE COLLECT AND USE THIS INFORMATION?

The school collects and uses your personal information primarily to allow us to perform our contract with you. For example:

- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- checking you are legally entitled to work in the UK
- paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs)
- enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties
- administering the contract the Education Authority has entered into with you on our behalf
- business management and planning, including accounting and auditing
- conducting performance reviews, managing performance and determining performance requirements
- making decisions about salary reviews and compensation
- assessing qualifications for a particular job or task, including decisions about promotions
- gathering evidence for possible grievance or disciplinary hearings
- making decisions about your continued employment or engagement
- making arrangements for the termination of our working relationship
- education, training and development requirements
- dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- ascertaining your fitness to work
- managing sickness absence
- complying with health and safety obligations
- to monitor your use of our information and communication systems to ensure compliance with our IT policies
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- to conduct data analytics studies to review and better understand employee retention and attrition rates
- equal opportunities monitoring

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We have a legal right to collect and use personal information relating to our staff, for example:

- to enable the development of a comprehensive picture of our workforce and how it is deployed
- to inform the development of recruitment and retention policies
- to enable individuals to be paid
- to administer school property
- to maintain our own accounts and records
- to carry out fundraising
- to support staff training
- to provide appropriate pastoral care
- to assess the quality of our operations
- to comply with the law regarding data sharing

We may also collect and use your personal information in order to meet legal requirements set out in the General Data Protection Regulation and UK law, including:

- Education and Libraries (NI) Order 1986
- Education Reform (NI) Order 1989
- Education and Libraries (NI) Order 1993
- Education (NI) Order 1996
- Education (NI) Order 1997
- Education (NI) Order 1998
- Education and Libraries (NI) Order 2003
- Special Educational Needs and Disability (NI) Order 2005
- Education (NI) Order 2006
- Education Act (NI) 2014

CONSENT

Whilst the majority of the personal information you provide to the school is required for us to comply with our legal obligations, some of that information is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

You have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Principal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW LONG IS YOUR PERSONAL INFORMATION STORED FOR?

Personal information relating to the school workforce is stored in line with the Department of Education Document Retention and Disposal Policy. This is a link to the Department of Education Document Retention and Disposal Policy which can be found at <https://www.education-ni.gov.uk/publications/disposal-records-schedule>. This will give you more information about how long we keep personal information.

In accordance with the General Data Protection Regulations, the school does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee at the school we will retain and securely destroy your personal information in accordance with Department of Education Document Retention and Disposal Policy.

WHO WE SHARE SCHOOL WORKFORCE INFORMATION WITH

We may have to share your personal information with third parties, including third-party service providers and other bodies such as:

- Education Authority
- Council for Catholic Maintained Schools

- The Department of Education
- Northern Ireland Council for Curriculum Examinations and Assessments
- Education Training Inspectorate
- The Board of Governors
- PSNI
- Information Commissioner's Office

DATA SECURITY

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

WHY WE SHARE SCHOOL WORKFORCE INFORMATION

We will share your personal information with third parties where required by law or where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

TRANSFERRING INFORMATION OUTSIDE THE EU

We will not transfer the personal information we collect about you to any country outside the EU without telling you in advance that we intend to do so and what steps we have taken to ensure adequate protection for your personal information in those circumstances.

YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

WHAT ARE YOUR RIGHTS?

Under GDPR, members of the school workforce have the right to request access to information about them that we hold. To make a request for your personal information, contact the Principal.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- **Request access** to personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

Appendix 1: Consent Forms

Parent/Carers Contact Details

This form explains the reasons why and how the school may use (process) your personal information (for example contact details) 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 personal information ***to send you updates about our school, such as our school newsletter, event details, extra-curricular activities outside the school and updates from the PTA³ etc.*** This may be by email, telephone or written communications. **Without your consent we will not be able to include you in these important updates.**

Sending information by e-mail will allow us to share information with those who prefer not to use social media and also reduces our costs and carbon footprint, contributing to our eco-schools programme.

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

I consent to receiving updates extra-curricular updates from the school (such as newsletter, PTA updates, Event Details etc.) by email, telephone and post.	Yes/No
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You can remove your consent at any time by contacting the school office.

Signature		Date	
Print Name			
Your Email			
Your Child's Name(s)			

³ We will send these on behalf of the PTA. We will not share your details with the PTA.

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. **On our social media platform we will, in most instances, not name pupils.** 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 take special care when selecting and using photographs and footage to ensure media of children and the school community is appropriate for use.

A pupil aged 13 or over and who is considered capable of giving their own consent can complete this form on their own behalf.

This consent form is valid for the entire period your child is at our school. Consent will also be refreshed where any changes to circumstances occur for example if we are using new forms of media or there is a change in the law.

I give permission for photographs, voice recordings or videos of my child/children to be taken and used within school, for example: displays in school entrance.	Yes ☐
I give permission for photographs of me my child/children to be used in the printed school e-newsletter that is sent to the school community.	Yes ☐

My child/children may be named in the caption or article associated with the image in the school newsletter (in accordance with the schools Safeguarding Policy).	Yes ☐
I give permission for photographs, voice recordings or videos of me my child/children to be used on the School's website and our school-managed social media platform.	Yes ☐
I give permission for my child/children work to be used on the school website and our school-managed social media portals.	Yes ☐
My child/children may, in accordance with the schools Safeguarding Children Policy, be named in the associated captions or articles on the website or school-managed social media platform.	Yes ☐
My child's/children's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.	Yes ☐
I give permission for visiting media organisations to take photographs or video footage and the names of me my child/children and use them in local or national publications, on websites and on radio or television programmes.	Yes ☐
My child/children 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.	Yes ☐

Consent can be withdrawn at any time by notifying the School Office.

Signature		Date	
Print Name			
Your Child's Name(s)			