



Stoke by Nayland Church of England Primary School and Early Years Setting

School Street Stoke by Nayland Colchester CO6 4QY



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Consent for the use of photos and videos

Dear Parent / Carer,

Following the introduction of the new General Data Protection Regulation (GDPR), on 25th May 2018, I am writing to you to provide you with a copy of our new Privacy Notice and to request your written permission to hold and process information about your child and some information about yourselves, such as your names and contact details.

In reality the personal information that we collect and the way that we process it has not changed. What has changed is that the GDPR gives new rights to individuals over the collection, holding and processing of their personal information, as well as access to it.

At Stoke by Nayland C of E Primary School we need to use and store some information about you and your child for the normal running of the school. Some of this information may come from you and some may come from other sources, such as Suffolk County Council. Examples of the information obtained and held and, which may be processed are outlined in the accompanying Privacy Notice.

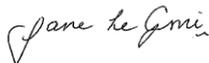
The majority of the information that the school obtains, holds and processes is covered under what is called the 'lawful basis' under the GDPR and individual consent is not required. There are other situations where consent is required to enable the school to carry out particular functions. An example of this is the use of photographs of pupils to go onto the school's website, for in-school displays, in newsletters or the school brochure. These are used to help us give people an idea of what life at our school is like.

Consent forms have previously been sent to parents / carers to obtain written approval for this use and, if parents or carers do not allow this for one or more of the uses covered, we note and act on this instruction, you do not have to give approval. Now that the school has its own Facebook page, we are required under the GDPR to request your written approval to post photographs which include your child onto this page.

For the sake of good order, it is appropriate to combine all consents in this one letter for ease of reference, so we apologise for repeating the process for uses where you have already given your approval or otherwise.

I would therefore ask you to please complete the form below, by placing a tick to consent, or a cross to refuse consent, in the final column and return the form to the School Office. If you have any questions, please do not hesitate to contact me. Thank you in advance for your assistance.

Yours sincerely



Jane Le Grice
Headteacher



Consent Form for the use of photos and videos

Use of photos	Consent (✓)
I am happy for the school to take photos of my child.	
I am happy for photos of my child to be used on the school website.	
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 printed school materials, for example, the school prospectus.	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on the school's Facebook page.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	

Child / children's name(s) _____ Class: _____

_____ Class: _____

_____ Class: _____

Signed : _____ Date: _____

Print name: _____ Parent / Carer



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