

3 September 2018

Dear Parent / Carer

General Data Protection Regulation (GDPR) Information Consent Form

You will be aware that from the 25th May 2018, the rules around data protection have changed. The 'General Data Protection Regulation' (GDPR) has changed how we can use your personal data and your child and how we must keep it safe. GDPR has also strengthened your rights over your own data.

Much of the data we hold about you and your child is for legal purposes, as are detailed in our privacy notices, which are available on: <http://www.westfield.academy/parents/introduction>.

However, to ensure we are meeting the new requirements, we need to re-seek your consent for some of the things we do as listed below.

Sometimes we take and use photos and videos of your child in school. We really value using images of students, to be able to showcase what students do in Westfield Academy and to celebrate success.

We contact you regularly about your child's education, and we will obviously keep doing this. However, in order to contact you about other areas of our work, we will need your permission.

Please complete the following form, this is important, and if a completed form is not received, you and your child may miss out on opportunities.

If you change your mind at any time, or have any other questions, you can let us know by emailing, dpo@westfield.academy or requesting a meeting with a Data Protection Officer.

Kind Regards

Alison Hartley

Ms A Hartley
Deputy Headteacher and Data Protection Officer

Photographs and Video

Please be aware that if you do not give your consent, this will mean that we cannot include your child in photographs taken on trips, in team photos, or photographs of concerts or school productions.

The capture and storage of images of your child is covered by the school's Data Protection policy, copies of which are available upon request from the Data Protection Officer at the school.

The school acts in accordance with guidelines provided by the information commissioner and in particular follows the guidance specifically provided on the matter of photography of students.

I have read the above information on giving my consent for Photographs and Videos.

Yes

I am happy for the school to take photographs and/or videos of my child and use these for internal purposes, e.g. on displays in the school.

Yes No

I am happy for photographs and/or videos of my child to be used on the school website and in the weekly newsletter.

Yes No

I am happy for photographs and/or videos of my child to be used in the school prospectus.

Yes No

I am happy for photographs and/or videos of my child to be used on school social media accounts, e.g. school twitter account.

Yes No

I am happy for photographs and/or videos of my child to be taken by, or passed to, media organisations.

Yes No

Contact

We shall continue to contact you about your child’s education, but we would like your permission to contact you about other school related issues.

I have read the above information on giving consent to be contacted.

Yes

I am happy to be contacted about ways to provide financial support for the school.

Yes No

I am happy to be contacted about opportunities to volunteer/get involved in fund raising.

Yes No

I am happy to be contacted about the school site facilities and venue hire.

Yes No

I am happy to be contacted about opportunities from third parties who use the school facilities.

Yes No

I am happy to be contacted via ParentMail

Yes No

I am happy to be contacted via Email

Yes No

I am happy to be contacted via Telephone/SMS

Yes No

I am happy to be contacted via Post

Yes No

Biometric

Westfield Academy prefers to take and use information from your child’s biometric fingerprint as part of an automated biometric recognition system. This biometric information will be used by Westfield Academy for the purpose of the administration of the school canteen.

You can withdraw your consent at any time, this must be done in writing and sent to Westfield Academy.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

I have read the above information and give consent for my child’s fingerprint to be taken.

Yes No

Parent / Carer Signature:

Parent/Carer Name:

Date:

Please return the completed form to Admin Office, Westfield Academy, Tolpits Lane, Watford WD18 6NS