

23 August 2018

Dear Student

### **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 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 parents /carers 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 you 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 and your parents/carers regularly about your 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 parents/carers 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](mailto: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 you in photographs taken on trips, in team photos, or photographs of concerts or school productions.

The capture and storage of images of you 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 myself and use these for internal purposes, e.g. on displays in the school.

Yes       No

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

Yes       No

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

Yes       No

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

Yes       No

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

Yes       No

**Contact**

We shall continue to contact you and your parents/carers of your 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 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 you are no longer studying in Westfield Academy, your biometric information will be securely deleted by the school.

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

Yes       No

**Name:** .....

**Year Group:**.....

**Signature:**.....

**Date:**.....