



Stonegate C of E Primary School

Headteacher: Mr Jonathan Elms

Tel: 01580 200415

Email: office@stonegate.e-sussex.sch.uk

24th May 2018

Dear Parents,

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 your and your children stays safe. While it is similar to the current Data Protection Act in many ways, there are some 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 can be found on our school website as part of our statutory documents section.

As part of our work to comply with the GDPR, we are also re-seeking consent for using photographs or videos of your child on our website, internal displays or other school materials and for consent for how we process your data. We have attached these forms to this letter, and would appreciate it if you filled these out and returned it to the school office by Monday 11th June 2018.

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact Jonathan Elms (Headteacher), Linda Page (School Secretary / Bursar) or our data protection officer Sophie Hanson.

Yours faithfully,

Jonathan Elms
Headteacher



Stonegate C of E Primary School

Consent form for using personal data

Child's name:

Date:

Dear Parent,

At Stonegate Church of England Primary School we need to use and store some information about you / your child.

This information is personal data that we may collect, use, store and share (when appropriate) about pupils includes **(This has not changed from pre GDPR)**, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

This helps us to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

We would like your consent in order to do this, and use the information 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 below and return this form to school.

I am happy for the school to use my / my child's personal data in the ways stated above.

I am **NOT** happy for the school to use my / my child's data for any of the above purposes

If you change your mind at any time, you can let us know by emailing office@stonegate.e-sussex.sch.uk, calling the school on 01580 200415 or just popping in to the school office.

Why are we asking for your consent again?

You may be aware that there are new data protection rules coming in from May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent. We really value being able to use your data to support the learning of your child, so we would appreciate you taking the time to give consent again.

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

Parent signature: _____

Date:



Stonegate C of E Primary School

Consent form for taking and using photos

Child's name:

Date:

Dear Parent,

At Stonegate Church of England Primary School, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school.

We would like your consent to take photos 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 return this form to school.

I am happy for the school to take photographs 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 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 third party Magazines.

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

If you change your mind at any time, you can let us know by emailing office@stonegate.e-sussex.sch.uk, calling the school on 01580 200415 or just popping in to the school office.

Why are we asking for your consent again?

You may be aware that there are new data protection rules coming in from May 2018. To ensure we are meeting the new requirements, we need to re-seek your 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.

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

Parent signature: _____

Date: