

SMART Multi Academy Trust
Pupil Accomplishments & Activities Parental Consent Form
2017/18 Academic Year



This form explains the reasons why and how the Academy Trust may use information relating to your child. Please read the form thoroughly and outline your agreement as appropriate. Please be aware that there is no detriment to you if you refuse consent, we are simply unable to use the information related to your child.

Name of School:	
Name of Parent:	
Name of Pupil:	
Year/Class:	

1. Why do we need your consent?

The Academy Trust (this includes the school named above) requests the consent of parents on an annual basis to use information relating to your child's academic/accomplishments and sporting/after school activities for a variety of different purposes. This is not related to the statutory reporting that we have a legal basis to process (please refer to the Privacy Notice for Parents and their Families for further information relating to this).

Without your consent, the Academy Trust may not use this type of information related to your child. Similarly, if there are only certain conditions under which you would like the information of your child to be used, the Academy Trust will abide by the conditions you outline in this form.

2. Why do you we use information relating to your child's accomplishments and activities?

The Academy Trust uses the information of pupils as part of displays to celebrate school life and pupils' accomplishments/activities; to promote the Academy Trust on social media and on their websites; and for other information and display purposes in printed publications, such as newsletters and reports.

Where the Academy Trust uses this information the name of the pupil may be shown. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** is required for this.

3. Who else uses information on pupils' accomplishments and activities?

On occasion the Academy Trust is visited by local media and press. Pupils' accomplishments and activities information may be published in local or national newspapers, or on approved websites.

Where any organisations seek to use information relating to your child's accomplishments or activities **additional consent** will be sought before any information is used.

4. What are the conditions of use?

- This consent form is valid for the current academic year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The Academy Trust will not use the personal details or full names of any pupil in an article on our websites, in our prospectuses or any other printed publications.
- The Academy Trust will not include personal email addresses or postal addresses, telephone or fax numbers in articles on our websites, in our prospectuses or any other printed publications.
- The Academy Trust may use pictures of pupils and teachers that have been drawn by pupils.
- The Academy Trust may display or use work created by pupils.
- The Academy Trust may display or use work with groups utilising general labels, e.g. 'sports day'.

5. Providing your consent

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

The Academy Trust will only display or publish (at the school, on their websites/social media or publications) of your child's accomplishments for the conditions that you provide consent for.

I provide consent to:	Yes	No
Allow the Academy Trust to use my child's first name on work/accomplishments of my child that is exhibited/published		
Allow the Academy Trust to use my child's last name on work/accomplishments of my child that is exhibited/published		
Using the work/accomplishments of my child to exhibit within the confines of the school building and grounds.		
Using the work/accomplishments of my child on the School Website		
Using the work/accomplishments of my child on the Academy Trust Website		
Using the work/accomplishments of my child on the School or/and Academy Trust's Twitter account (delete as required)		
Using the work/accomplishments of my child on the School Facebook page		

I provide consent to (cont):	Yes	No
Using the work/accomplishments of my child for displays or competitions with other Academy Trust School's		
To allow information relating to my child's activities to be exhibited within the confines of the School building and grounds		
To allow information relating to my child's activities to be published on the School website		
To allow information relating to my child's activities to be published on the School and/or Academy Trust's Twitter Account (delete as required).		
To allow information relating to my child's activities to be published on the School Facebook account		
To allow information relating to my child's activities to be published on the Academy Trust website		
To allow information relating to my child's activities to be published in School and/or Academy Trust newsletters/newspapers (delete as required)		

6. Refreshing your consent

This form is valid for the academic year and will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's information cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

7. Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any information or records of accomplishments, activities or work that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

8. Access

Parents have the right to access any information they have granted consent for that the Academy Trust use.

9. Record Keeping

The Academy Trust will keep a record of consents given or refused. All images and videos are retained in line with the Academy Trust's Information Management Policy, which is available on request.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why The Academy Trust uses the work, accomplishments and activities of my child.
- Which other organisations may use the work, accomplishments and activities of my child.
- The conditions under which the Academy Trust uses the work, accomplishments and activities of my child.
- I have provided my consent above as appropriate, and the school will only use work, accomplishments and activities of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to the work, accomplishments and activities my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Headteacher.
- I can raise concerns in relation to General Data Protection Regulation (GDPR) and the management of this with the Information Commissioner's Office (ICO) at any time.

Name of parent: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the Headteacher at admin@kentonbar.newcastle.sch.uk or on 0191 2860536