



# Elveden Church of England Primary Academy

London Road, Elveden

Suffolk, IP24 3TN

Tel: 01842 890258

E mail: [office@elvedenacademy.co.uk](mailto:office@elvedenacademy.co.uk)

Headteachers : Mrs L Rourke and Mrs A Grimes

Dear Parents and Carers

## 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 yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few 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. You can find our privacy notice on the school website, Facebook or you if prefer collect a paper copy from the school office.

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.

The form is attached to this letter and would appreciate it filled out and returned to your child's class teacher by **Monday May 21st 2018**. All forms must be returned even if you do not wish to grant consent. Any child that does not have a signed form on record will not be photographed within school.

If you have any questions about how the GDPR affects you, or how our school is preparing, you can contact the school office.

Yours faithfully,

April Grimes & Lorna Rourke  
Head Teachers

Company Number: 08327233  
Working in Partnership with  
Forest Academy



Artsmark  
Silver Award  
Awarded by Arts  
Council England





Child's name:

Date:

At Elveden, we sometimes take photographs of pupils. We use these photos in school materials, on the school's website, Facebook 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 which may be used/shared across the partnership (Elveden/Forest).

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 internal displays.

I am happy for photos of my child to be used on Facebook.

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@elvedenacademy.co.uk](mailto:office@elvedenacademy.co.uk), calling the school on 01842 890258 or just popping in to the school office.

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

### **Why are we asking for your consent again?**

You may be aware that there are new data protection rules coming in from May. 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.

Parent or Carer's signature: \_\_\_\_\_

Date:

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