



## St Stephen's Catholic Primary School

Sandy Lane, Orford, Warrington. WA2 9HS  
01925 630100

*'Working together to succeed, through faith in Jesus Christ'*

### **CONSENT FORM - PUPIL PERSONAL DATA**

During a pupil's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the school website.

Website: [st-stephens-catholic.eschools.co.uk](http://st-stephens-catholic.eschools.co.uk)

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at the school. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

#### **Photographs and Videos**

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils. Please refer to our Data Protection Policy for more information.

The school may provide photographs and videos to the media, or the school may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the school has no control over these.

**Student Name:**

**Date of Birth:**

## Celebrating Your Child's Achievements and Reporting on Events

As a school we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the school and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	No
<p>In order to celebrate my child's achievements I am happy for the school to use:</p> <ul style="list-style-type: none"> <li>• Photographs of my child</li> <li>• Videos of my child</li> </ul>		
<p>The following information may be used with the above:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
<p>I am happy for the following information to be used <u>but only without</u> photographs or videos of my child:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
<p>I am happy for the information selected above to be used:</p> <ul style="list-style-type: none"> <li>• On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards</li> <li>• On the school intranet</li> <li>• On the school website</li> <li>• On the school social media sites</li> <li>• In local news media - newspapers, websites and television</li> <li>• In national news media - newspapers, websites and television</li> </ul>		

### Promoting the School

We want to be able to promote the school to attract new pupils, and to show the quality of the school. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus.

	Yes	No
I am happy for the information selected below to be used for the purpose of promoting the school: <ul style="list-style-type: none"><li>• Photographs of my child</li><li>• Videos of my child</li></ul>		
The following information may be used with the above: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		
I am happy for the following information to be used <u>but only without</u> photographs or videos of my child: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		
I am happy for the information selected above to be used: <ul style="list-style-type: none"><li>• On the school website</li><li>• In the school prospectus</li></ul>		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at the school office.

This consent will otherwise continue until your child leaves the school.

**Signed:**

**Name:**

**Date:**