



Information Regarding Systems for Gathering Parental Consent for Data Processing

Under the UK General Data Protection Regulation (UK GDPR), we must have a 'lawful basis' (legal reason) for processing personal data.

Within Article 6 of the GDPR, bases c) & e) are considered most relevant. The school is not therefore required to request consent from parents or students to process core enrolment personal data, e.g. DoB, address etc.

Copies of the relevant privacy notices are provided to students and parents on enrolment and are published on our website. These documents explain how we process individual data.

However, base c) is applicable when considering consent for the use and publications of images and associated personal information, e.g. names. This consent is requested during the student enrolment process as is outlined below (Appendix A) in the standard school permission form.

Parents are required to provide proof of student age on enrolment with photo identification, e.g. student passport.

Where a data subject access request is made to the school by a parent over the age of 14 years, the school always requests additional consent from the student data subject as applicable, where the student is deemed to be competent to make that decision. Consent forms are always required for students over the age of 16.

Appendix A

Parental Consent

School Rules*

I understand, have received copies of, and will ensure compliance with the School Rules/Home-School-Child Agreement (visible at next step of the enrolment form) as an ongoing condition of admission.

Yes

No

School Calendar Including the Holiday Dates and the Times of the School Day*

I have noted the information relating to the [school day](#), [calendar](#), [holidays and term dates](#).

Yes

No

Email Update*

I would like to receive communications from the school about my child by email, using the email address provided in the online enrolment form I have completed. I note that there must be one priority email for automated use.

Yes

No

Child Media Policy*

I give consent for my child's image to be used on the school website and on school promotional material, such as the School News Bulletin or displays, or in similar contexts by school authorised bodies. On many occasions we may seek further confirmation at the time.

Please confirm that you give or do not give consent for your child's image to be used as outlined above. If you do not provide consent, then we would also ask that you write to the school (child's tutor, teacher or Head of Learning as appropriate) to confirm.

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Yes

No

Photograph Student*

I give permission for my child's photo to be taken for educational, examination and identification purposes.

Yes

No

Religious Education, Collective Worship, Health, Relationship and Sex Education*

I acknowledge my right to withdraw or request to withdraw my child from all or part of these activities in line with statutory guidance. Further information can be accessed via this link: [RSE](#)

Yes

No

School Mini Bus*

I give permission for my child to use a School Mini Bus or other authorised transport as appropriate.

Yes

No

Permission for Off-site Activities & Provision Outside of Normal School Hours*

A number of curriculum activities take place off the school premises. Pupils may be called upon to represent the school at chess, musical events, public speaking, sporting or other fixtures. Pupils in Years 7, 8 and 9 are always accompanied by a member of staff both to and from any off-site activity, unless accompanied personally by a parent or parental permission is given to do otherwise. All such activities will be supervised by a member of staff. Pupils are expected to advise their parents in advance of the details of any extra-curricular activity in which they are due to take part. In particular, parents should be advised by their child of when an activity is due to finish and, if the activity takes place off the school site, when they are expected to arrive back at school. School trips which are part of a normal routine will require specific approval. I give permission for my child, when necessary, to take part in extra-curricular activities on and off the school site, after school and at weekends.

Yes

No

Absences in Term Time*

I understand, that in line with DfE guidance the school is prohibited from authorising almost all student absence during term time for holidays, family events and similar activities; students who are absent during term time without the permission of the school may leave themselves vulnerable to referral to our Education, Welfare & Attendance provider or even being removed from the school's roll in more extreme circumstances. Furthermore, I am aware that parents may be issued with a penalty charge notice in such circumstances.

Yes

No

Mobile Phone Policy & Unauthorised Recording of School Activities/Persons*

I understand that my child is not permitted to carry a mobile phone on the school site without appropriate prior authorisation. I have been made aware that a phone authorisation letter can be obtained via my child's Head of Learning. I understand and agree that my child's phone/any phone may be confiscated at the discretion of school staff if it is identified they have a phone on site without the necessary authorisation. **I am aware that it is a disciplinary/exclusion offence for my child to make/take unauthorised recordings/pictures of any school related activity/person and a breach of the data protection act which may be a criminal transgression.**

Yes

No

School Website*

I acknowledge that important/essential information relating to the school can and should be obtained/accessed via the school website at www.kingsdalefoundationschool.org.uk and I will review its website at regular intervals.

Yes

No

Consent Signature*

Please confirm the above with your digital signature.