



Headlands Primary School

Consent Form 2023

Your Consent Preferences

This form has been written to give you choice and control over how our school uses some of your personal data. You may withdraw these consent preferences at any time.

School communications

- **Essential communications:** School will contact you using both text and email. Please ensure we have your up to contact information.
- **Non-Essential Communications:** Occasionally, there may be additional information which may be of interest to you and your family such as external music and sports clubs. These will be emailed and published on the school website for reference. Hard copies are available upon request from the school.

School's educational provision (No consent required- for information only)

We use the IT platforms Seesaw and Google Classroom to deliver our Educational Provision. They help facilitate our teaching and learning. We may take photographs of the children, share children's work and present short videos of the children eg reading a class poem. These are shared with other pupils and parents as part of our teaching and learning and to celebrate their work. These platforms are password protected and therefore have restricted access for pupils and parents of our school community only. This is an integral part of our Education Provision and therefore we are able to process this data without consent.

CONSENT REQUIRED

- **Website Photographs and Videos:** We have a school website where we publish information and our school prospectus. The website may be viewed throughout the world and not just in the United Kingdom where UK law applies. To comply with the Data Protection Act 2018, we need permission to publish a picture/ video of your child on the school website or for use in any printed publications for wider use rather than for our school community only.
- **Press photographs/ film footage:** From time to time, the media takes photographs or film footage of a visiting dignitary or other high profile event at the school. Pupils will often appear in these images which may appear in local or national newspapers, or on television news and programmes. We require consent for your child's image to be used in this way.

We would therefore like to know your consent for the following:

May we use your child's image on our website?	Yes	No
May we record your child's image on video and place on our website.	Yes	No
May we use your child's first name only to accompany images on our website?	Yes	No
May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes and place them on the website or share more widely?	Yes	No
Do you consent to your child being photographed or filmed in press events agreed by the school?	Yes	No
Do you consent to your child's full name being published with the press photograph? (Often newspapers will not publish a photograph without first and surname)	Yes	No
Conditions for use of photographs are on the back of this form. I confirm I have read and understood the conditions of use.	Yes	

Special Educational Needs (SEN) Journals/Observations

For some SEN children we take a photograph or short video recording to document their learning and work undertaken at school eg child holding up a piece of art work. This may be of the individual SEN child or as part of a small group of children eg children making a model volcano together.		
Your child may appear in the background or as part of the photograph. May we share these images using a secure platform eg seesaw/ google classroom directly with the SEN parent for the purposes of teaching and learning?	Yes	No

Parent/Guardian Name:	Parent's Signature:
Pupil Name:	
Date:	

To withdraw or change your consent preferences please contact:

Headlands Primary School, Oak Tree lane, Haxby. York. YO32 2YH

Tel: 01904 762356

Email: headlands.primary@york.gov.uk

To find out more about how our school uses your personal data then please see our privacy notice which can be found on our website: <http://www.headlandsprimary.org.uk/>

Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time. After the period of consent expires, the school will not use the images in further publicity material however the school may retain the images in an archive and would always endeavour to seek consent for any future use, such as centenary celebration pamphlets.
2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren, which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 2018 if we used our recordings for any wider purpose.