

26 April 2018

Dear Parents/Carers

IMPORTANT INFORMATION REGARDING DATA PROTECTION

You will already be aware that the law regarding the collecting and processing of personal data has changed. These changes apply to us as a school as well as other organisations you may have already heard from, and we have to comply by 25 May 2018.

Our legal basis for processing information about you and your child is to *“exercise the official authority vested in us”* for the statutory purposes of education. This also includes being able to contact you by email, letter, phone or text in relation to their education and wellbeing.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis and for this we require your consent. We previously asked for this when your child joined us at the beginning of Year 7, however due to the new law it is important that the consent form overleaf is returned to us.

A new Privacy Notice was issued to Year 8-10 parents/carers earlier this year alongside data collection forms. For those who have not seen it, it is available by following the data protection link on the front page of the school website. If anyone would like a hard copy please contact Reception and we will ensure a copy is posted home. A pupil-friendly version of the Privacy Notice is also available on the website.

We recommend that you read this form through with your child so they are aware of the changes and the consent being given and/or withheld. Please then return the form, signed and dated, by Friday 4 May 2018. The form should be returned to the form tutor during registration.

If at any time you wish to amend this consent please do not hesitate to contact me on 01924 862985 or by email (andrea.hewson@croftonacademy.org.uk).

Yours faithfully



Andrea Hewson
Central Services Manager



NAME OF CHILD: _____ **FORM:** _____

Crofton Academy stores and uses personal information in order to educate and care for pupils. We require consent to process the following personal information:

Photographs	The school will take, or arrange to be taken photographs for use in school to enable staff to identify pupils e.g. on class registers, seating plans etc. This is part of our role in educating and caring for pupils. The school currently uses Tempest.	Consent not required							
	The school takes, or arranges to take, photographs/video images that will be used for:	Consent to processing required							
	Internal and external documentation, e.g. the school prospectus, newsletters and noticeboards	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td> </td><td> </td></tr></table>	YES	NO			<table border="1"><tr><td> </td><td> </td></tr></table>		
	YES	NO							
The school website	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td> </td><td> </td></tr></table>	YES	NO			<table border="1"><tr><td> </td><td> </td></tr></table>			
YES	NO								
Social media (Facebook and/or Twitter)	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td> </td><td> </td></tr></table>	YES	NO			<table border="1"><tr><td> </td><td> </td></tr></table>			
YES	NO								
Teacher training IRIS Recordings	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td> </td><td> </td></tr></table>	YES	NO			<table border="1"><tr><td> </td><td> </td></tr></table>			
YES	NO								
Biometrics	Our school catering system uses biometric finger scans to identify pupils paying for their lunch in the school canteen. Finger scans are carried out and recorded by CRB Cunninghams who provide the cashless catering system on our behalf.	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td> </td><td> </td></tr></table>	YES	NO			<table border="1"><tr><td> </td><td> </td></tr></table>		
YES	NO								

PARENT/CARER SIGNATURE: _____ **DATE:** _____