



**ST JOSEPH'S PREPARATORY SCHOOL**  
Part of the Edmund Rice Family

24<sup>th</sup> May 2018

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions.

At St Joseph's Preparatory School we need to hold personal information about you as a Parent / Guardian and also your child on our computer system and in paper records to help us with their educational needs.

The Head teacher, Mrs Hutchinson, is responsible for the accuracy and safe-keeping of all records held in school. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you – the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

You have a right to see your child's records if you wish. Please ask at the school's office if you would like further details. An appointment will be required.

Please find overleaf a consent sheet, which we would be grateful if you could complete and return to school immediately. If we have not received your form during the Week Commencing Monday 4<sup>th</sup> June then we will assume that you have '**opted out**' of all areas noted in the school's consent form.

Yours sincerely

*S. D. Hutchinson .*

**Mrs S D Hutchinson BEd**  
**Headteacher**



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### Use of Pupil Data at St Joseph's Preparatory School (GDPR)

Dear Parent,

The School makes various uses of images of pupils during their time at school.

Some of these are necessary for administration and the safety of pupils, such as Medical Data and CCTV.

However, there are times where your child's name / image may be used. Please indicate below if you consent for the time being to your child's name / image being used in the following circumstances.

**NAME OF CHILD:** \_\_\_\_\_

**I consent to my child's name and image being used in the manner described below.**

**Please tick to give consent to the items listed below:**

**Tick**

- Child's Image and Details of Medical Conditions (where relevant) displayed for Staff awareness
- Media uses of your child's name / image used in the manner described below:
  - Facebook
  - School Website
  - External Third Party Publications e.g. Local Press, Billboards, Buses, Supermarket Information Boards, Edmund Rice Newsletters
- Names and Child's Images to be used in the School Newsletter – this is also available to prospective parents and on our school website and is sent out to prospective parents
- Names to be used in School Concert Programs and Prize Giving Programs
- Names and Child's Images to be used within school on Display Boards.
- Names passed to school photographer for school photographs to be processed
- Text and E-mail Communications concerning general school matters
- Text and E-mail Communications relating to Fundraising Activities carried out by St Joseph's Preparatory School Parent Teacher Association (PTA).

#### **For Early Years Parents Only**

#### **EYFS / 2Simple Parent Share**

- Consent given for your child's image to be included on photos shared with other parents in EYFS, on the 2Simple Parent Share Platform



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You may withdraw consent at any time in the future, subject to the notice at the bottom of this form. If you object to such uses until further notice, please indicate below. In ensuring we can give effect to your wishes.

**OR:**

**Tick**

**No, I object to all non-essential uses of my child's image without specific consent.**

**Please be aware** that objecting as above will not necessarily mean that the School will not continue to process images of your child that are either necessary for administration of the School or separately consented by you or where the School requires it and is otherwise lawfully entitled to do so. It may not be possible to change printed publications, such as the school magazine or prospectus, or third party publications.

**Please see our Privacy Notice for further details, or enquire with the school office.**

**NAME OF PARENT:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_