

Appendix 13 - Consent for Processing Personal Data for Pupils in Key Stage 3 and 4

We use consent as our basis to process our pupil's personal data in certain circumstances. This form details the activities in which we use consent. Please note there are certain activities where we do not use consent as the basis for processing data. These are described in our Privacy Notices which can be found on our website [\(INSERT LINK\)](#) and which are available in hard copy form from the School Office.

Please also note:

- Unless you have given your express consent, we will never put a pupil's full name alongside any published image.
- Videos may be taken of lessons to support staff development; these may be seen by other teachers in school for staff training.
- We may also take photos/video of the pupil for identification purposes, and for evidencing their educational development. Such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.
- Where video or sound recording is required as part of an exam course for moderation purposes (such as (but not limited to) Drama, Dance, PE, etc.) consent is not required other than opting to choose to study the course.
- Parents / carers are welcome to take videos and photos of **their** children at school events for **their own personal use**. However, to respect everyone's privacy rights and in some cases protection, these images **should not** be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the images / footage.
- Websites and social media can be viewed throughout the world and not just in the United Kingdom, where UK law applies. When images are posted on the internet, it is not possible to prevent others from reposting them.
- Additional and specific consent for use by external agencies/companies may be sought.



Please be aware you can withdraw consent at any time. If you have any queries or wish to withdraw, or review your consent, contact [INSERT SCHOOL LEAD] or the school's Data Protection Officer iwest@bathnes.gov.uk

Pupil Name		
We recommend you complete this form together with your child, so they are aware of how their data (for example photographs) may be used.	YES, we consent	NO, we do not consent
For my / my child's images or video footage of my child to be used in the school on activity boards, screens, reception area for promotional purpose. <i>Note: this is separate to our statutory obligation to display work around the school, which may contain personal information. We do not require your consent to do this.</i>		
For images or video footage of me / my child to be used on the school website for publicity purposes: [INSERT WEB ADDRESS]		
For images or footage of me / my child to be used on social media: [INSERT WHICH FORMS OF SOCIAL MEDIA]. <i>Note: our social media accounts are public / closed groups.</i>		
For images or video footage of me / my child to be used in printed materials such as the school newsletter or the school prospectus.		
For images or video footage of me / my child to be used in the media (local / national press). We will only print their name in exceptional circumstances, and with your permission.		
For the school to contact me to obtain feedback on the school and how we can improve.		
For the school to contact me with regards activities, events and offers, for example PTA, friends of school, local groups, book offers. <i>Note: we will contact you to keep you up to date with school notices and information. We do not require your consent to do this.</i>		
We also use a third party as a school photographer. They come into school, take pictures of your child (and their siblings), and pass them back to us. We then distribute these proofs to you, so you can make a decision whether to purchase the photo directly from the photographer. The photographer's information on data protection can be obtained upon request at the school office		

It is assumed that you (and each of you with parental responsibility for your child) have consulted with each other so far as the completion of this form and the giving of consents is concerned.

Name of person completing this form		Relationship to child	
Signed		Date	
Signature of student		Date	

Consent for Processing of Biometric Data

We use our pupils' biometric data for cashless catering purposes. Having a cashless school is a security measure for both the school and its pupils.

Catering payments are controlled by your / your child's fingerprint / retina scan.

The biometric data is stored securely within the school's servers, which are based in [state country]. Access to the stored data is restricted to [state all staff roles with access] and is deleted as soon as the pupil leaves the school.



We are obliged to inform all those with parental responsibility of our use of biometric data, although written consent is only required from one person with parental responsibility, as well as the pupil. If there is any reason why we should not inform all those with parental responsibility, please advise us below.

You may withdraw your consent for the use of biometric data at any time. If you have any queries in this regard, or wish to withdraw your consent, please contact the school office, or the school's Data Protection Officer: i-west@bathnes.gov.uk



Pupil Name	
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	YES, we consent	NO, we do not consent
I give my permission for the school to use my / my child's biometric data for the purposes of cashless catering only. I have read and understood the information provided on this form.		

Name of person completing this form			
Relationship to child			
Signed		Date	
Signature of student		Date	

Please list all who have parental responsibility	
Is there any reason why we should not inform the other people with parental responsibility about our use of biometric data?	