

## **Pupils (aged 13+) consent form**

I am writing to seek your consent for Wolstanton High School, which is part of the Shaw Education Trust, to use your name, image or video for certain purposes connected with the Academy.

We are proud of the many achievements of our pupils of here at Wolstanton High School and there are many activities and events for our pupils to get involved in. You'll have seen that we often use photos of pupils on our website, on social media and in our school prospectus to give people a flavour of school life at Wolstanton High School, to keep the school community informed about what our pupils do and to celebrate pupils' achievements. We also sometimes publish the names and photos of pupils in our school newsletter. In this digital age, many members of our school community use social media to stay connected with what's happening in school and, for those who don't use social media, the website is an important communication tool which showcases what we do.

The law relating to data protection is changing so we are taking this opportunity to review the consent that we have on file to use photographs and videos of pupils for these reasons. Under data protection law, we need the consent of parents/carers to use photographs or video images of pupils in this way, usually until pupils reach the age of 13. From the age of 13, we will normally approach pupils directly and ask you to give consent where we are satisfied that you are able to understand what it means.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options below, we will ensure that your name, photo or a video is not used for those purposes if you can be identified from it. In some cases, we may take group photos and we may publish a photograph if we are satisfied that individual pupils cannot be identified from the image.

Please note that there are likely to be circumstances when we may use your data or photograph for other purposes connected with the Academy where we do not require your consent because there is another legal reason which permits us to use your photos or images. For example, we keep a copy of the official Academy photo on our database so that we can correctly identify pupils. There may be other times we use your photo or image for purposes connected with the Academy where we do not require your consent. For further information, please see our privacy notice which is available on the Shaw Education Trust website.

We will write to you every other year to refresh your consent but we will write to you sooner than that if we wish to use your name, photo or image in a way that is not anticipated below, for example, if the Academy wishes to use a different social media site or online platform.

You can withdraw your consent at any time by contacting the Academy data expert, Mrs Harvey via email [bursar@wolstanton.shaw-education.org.uk](mailto:bursar@wolstanton.shaw-education.org.uk) or telephone 01782 742900.

If you withdraw consent for your name, photo or video being used in any of the ways set out below, we will stop using it in this way but we may still need to retain a copy of the photograph or video for other reasons, for example, where it is needed to perform our public task of providing education.

To enable us to update our records, please fill in the form below and return it to: Main Reception or Pupil Reception by Monday 16<sup>th</sup> July 2018.

If you have any questions, please do not hesitate to contact Mrs Harvey.

Yours sincerely,

Mrs Yarwood

## CONSENT FORM

**NAME OF PUPIL:** \_\_\_\_\_

### Providing your consent

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use your name, photos or videos for the reasons set out in this form if we have received this form back from you. Please therefore return this form to Mrs Harvey, either via main reception or pupil reception by 16<sup>th</sup> July 2018 so that we can update our records about whether you give your consent. There is no obligation on you to give consent if you prefer not to do so. The Academy will **only** publish your name, images and videos for the options that you provide consent for.

<b>I provide consent to:</b>	<b>Yes</b>	<b>No</b>
Using my name in posts on the Academy website.		
Using my photo on the Academy website (If a photograph of a pupil is put on the website, we will not include their name without seeking their additional consent).		
Using my video on the Academy website. (If a photograph of a pupil is put on the website, we will not include their name without seeking their additional consent).		
Using my photo in the Academy newsletter		
Using my photo on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> <li>• You Tube</li> </ul>		
Using my video on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> <li>• You Tube</li> </ul>		
The media using my photo to publicise Academy events and activities ( <b>only</b> the following organisations: <ul style="list-style-type: none"> <li>• Local newspapers</li> <li>• TES</li> <li>• Schools Week</li> <li>• Headteacher Update</li> <li>• SecEd</li> <li>• QA Education</li> </ul>		

I provide consent to:	Yes	No
<ul style="list-style-type: none"> <li>• Leader Magazine</li> <li>• Independent</li> <li>• Academy Today</li> <li>• Guardian)</li> </ul>		
<p>The media using my video to publicise Academy events and activities (only the following organisations:</p> <ul style="list-style-type: none"> <li>• Local newspapers</li> <li>• TES</li> <li>• Schools Week</li> <li>• Headteacher Update</li> <li>• SecEd</li> <li>• QA Education</li> <li>• Leader Magazine</li> <li>• Independent</li> <li>• Academy Today</li> <li>• Guardian)</li> </ul>		
<p>Using my photo in marketing materials, e.g. brochures and prospectus which may be in hard copy format and/or available online.</p>		

I \_\_\_\_\_ (name) confirm that I have read and understood the Academy's letter about consent and I have selected from the above options whether I do or do not give consent for my name, photograph or video to be used in the various ways set out above:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_