21st May 2018

Dear Parents/Carers

You may be aware that from May, the rules around data protection are changing. The ‘General Data Protection Regulation’ (GDPR) will change how we use your personal data and keep it safe.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

One of these changes is that we have updated our privacy policy which is available to view on our website.

As part of our work to comply with the GDPR, we are also re-seeking consent for using photographs or videos of your child on our weekly newsletter, website, twitter, Facebook, internal displays and to contact you via your personal email addresses. We have attached a consent form, please fill this in and return it to the school office by Friday 25th May 2018. Please note that failure to return the consent form will result in your personal email addresses being remove from our mailing list.

If you have any questions about how GDPR affects you, or how the school is preparing, you can contact Lesley Chadwick on 01625 572037 or email [admin@stgregorys.cheshire.sch.uk](mailto:admin@stgregorys.cheshire.sch.uk)

Yours faithfully

John Daley

Head teacher

CONSENT FORM FOR USE BY ST GREGORY’S CATHOLIC PRIMARY SCHOOL

Occasionally we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for educational use.

From time to time our school may be visited by the media who may take photographs or film footage. Pupils will often appear in these images which may appear in local or national newspapers.

Before we take a photograph we need written consent in order to comply with the Data Protection Act 1998 and General Data Protection regulations 2018.

Please answer the following questions then sign and date the form. This consent will be valid for your child’s life at St Gregory’s but can be withdrawn at any time.

**If the form is not signed, we cannot, and will not use the photograph.**

**We will not use the images for any other purpose and the child’s full name will not appear with any photographs.**

Name of child ……………………………………………………………………………………….

Name of Parent/Carer ………………………………………………………………………….

**Please answer YES or NO to each question:**

1. May we use your child’s photograph in the school prospectus and other printed publications that we produce for promotional purposes? …………………….
2. May we use your child’s image on our website? ……………………..
3. May we record your child’s image on video or webcam? ……………..
4. Are you happy for your child to appear in the media?\* ……………….
5. May we use your child’s photograph as part of displays around the school? …………….
6. May we publish your child’s work on our website?\* ………………..
7. May we communicate with you via email and (Teachers2parents) text? ……….
8. May we use your child’s photograph on our twitter and Facebook accounts? …………..

Signature of authorising adult (email address will be accepted as alternative to signature):

Date ……………………………………..

\**Please note that websites can viewed throughout the world and not just in the United Kingdom where UK law applies*