Data Protection and Consent

Guidance for the School

Don't ask for too much

Consent can be an important way to ensure parents and carers of children at your school feel their personal views/beliefs are taken into account when you are considering their child. However asking for consent for too many things or the wrong things can leave the school office managing a complex web of permissions or worse still prevent an essential function of the school from happening.

Things you should not ask consent for

You should not ask for consent for processing personal data where you need to process the data to ensure the proper running/functioning of the school. This includes things like using data in the MIS system, using data in the classroom (including in applications/software that support teaching/safeguarding etc.) and using data to contact parents and carers.

Example of some of the commons things you **should not** be asking consent for are:

- Displaying names*
- Birthday boards**
- Information to support the ordering of school uniform
- Messaging systems***
- Apps/software used for; teaching; education; enrichment; assessment; safeguarding; diaries/journals
- Use of internet

** Single names (with surname initials if multiples) at most please.*

*** Best practice = single name/month only/discreet location.*

****Consent is not required to send essential messages to individual parents or groups of parents about key school events. However it is good practice to ensure any messages you send are targeted and not excessive (e.g. do not send hourly updates about the year 3 coach trip to every parent/carer in the school). You must also not use the platform to send any direct marketing messages to parents/carers unless you have their consent. This would include details about raffles and competitions run by outside organisations and promotional information about after schools clubs, sporting groups or offers from local establishments. (however tempting the 2 for 1 gin cocktails at the Goose Inn might be!)*

Things you should ask consent for

You should ask for consent for processing personal data where the activity is outside of the essential running/functioning of the school, or involves a significant change to the way personal data is processed and that change represents an increase in the amount of, or risk to the, personal data processed.

Example of some of the commons things you **should** be asking consent for are:

- Sending information to the School Photographer

- Passing data to the media*
- Using biometric data

* we do not recommend the use of blanket media consents. Schools should consider each media request individually and ask for consent on a case by case basis.

And remember, if you intend to take on a new form of processing activity, or increase the scope/risk of current processing activity, you must consider whether you need to undertake a Data Protection Impact Assessment. For advice and help with DPIAs please contact the GDPR for Schools team.

Sample Form

We have created a sample consent form relating to pupils' or parents' data protection rights. These have been broken down in line with the ICO and the DfE's latest guidance and are designed to balance transparency with manageability. Not all the consents will be applicable to your setting, simply insert "Not Applicable" in column XX if this is the case. If you have others you would like us to consider please contact a member of the team on the gdprforschools@derbsyhire.gov or on 01629 532888 to discuss.

Ask Once

As long as parents/carers/pupils are aware of their right to withdraw consent, it is generally agreed that you only need to ask for consent **once** during a child/parent's relationship with the school, usually on (and preferably before!) entry. Therefore unless you are trying to change a parent's mind, there is no need to send out the consents each year with the annual update form.

Consents for other things

We don't offer advice on any other types of consents you decide to ask for, e.g., to administer routine medications, to allow a child to watch PG films or to go on walks to the local duck pond. Furthermore, these consents should be requested and kept separately from Data Protection consents.

Personal Data Consent

Duckmanton Primary School take data protection very seriously and we are committed to keeping the personal data of our pupils and parents as secure as possible, whilst at the same time balancing the need to share it for educational purposes and to ensure the normal running of the school.

In line with the General Data Protection Regulation and the Data Protection Act 2018 we are seeking your consent for certain data processing activities. Once consent has been given we will process the relevant personal data in line with our Privacy Policy which is available on the school website.

1. Images/Photos/Film and use of Students' Name

We really value using images of students, to be able to showcase what students do in school and show what life at our school is like to others. We will take images/photographs and film of your child for identification, assessment/educational and celebration purposes, including on school premises and whilst away from school on trips and visits, however we will only **publish** these images photographs or films in line with the consents granted by you below:

I give:

- consent to publish images/photos and film on school display/notice boards in areas used by the general public – e.g. rooms available for lettings. ☐
- consent to publish images/photos and film in School Publications such as the school newsletters, the school prospectus or other marketing materials. ☐
- consent to publish images/photos and film on the school website. ☐
- consent to use student's name on the school website and in the school newsletters ☐
- consent to images/publish photos and film taken at events/performances for the purpose of sale to members of the school community e.g. parents/carers. ☐
- consent for my child to be photographed by the School's nominated external photographers (as detailed on the Privacy Notice) either individually or as part of a group to be purchased by parents / carers / the school. I acknowledge class photographs will be displayed in school (without individual's names) ☐
- consent to publish images/photos and film on the Class Dojo App. I understand my child may also appear in the background of another child's photo or video which other parents / carers can see on the Class Dojo App. ☐
- consent for images/photos to appear in local publications / media such as local newspapers or magazines. ☐

N.B We will generally store images/photos and film taken of your child for up to 1 year after they have left the school, however we reserve the right to retain them in perpetuity for historical research purposes.

2. Social Media:

Social media platforms are a useful way to communicate some of the great things the school is doing to the outside world, but we respect that not every parent wants their child to have a social media presence. Therefore, we will only use your child's image/photo/film or personal data (e.g. name, age, class, school attended) on the school's social media accounts if you provide your consent below:

I give

a. consent to publish images/photos on Facebook ☐
b. consent to publish student's name on Facebook ☐

3. Parent/Carer Personal Data

We may from time to time like to send you information and offers from outside organisations including child care providers/after school clubs, sports and fitness providers and other charities or groups. If you consent for us to use your contact details (personal data) to send you information and offers please indicate below.

I give

- Consent to use my personal data to send information and offers ☐

We will not pass your details to any such organisations other than in accordance with our Privacy Policy.

4. Your right to withdraw consent:

Please note you have the right to withdraw these consents at any time and you can do this by contacting us by any of the means listed below:

For more information on how Duckmanton Primary School uses the data we hold about you or your child, including how long we keep it and your rights relating to it, (including to have it corrected, erased, restricted, transferred or your rights of access to it) please go to our website www.duckmantonprimary.co.uk and view our Privacy Policy available on the website or contact:

Emma Levers, Headteacher

Duckmanton Primary School, West Crescent, Duckmanton, Chesterfield S44 5HD

Tel: 01246 825650 Email: Headteacher@duckmanton.derbyshire.sch.uk

Your consent choices will be applied for the duration of your child's time at the school unless you advise us otherwise. We will ask you to make any request to withdraw your consent in writing, however you are not obliged to do so.

Please provide consent for all aspects through Arbor