



PERSONAL DATA CONSENT FORM: STUDENTS AGED UNDER 12

Student's Name:

Form:

During your daughter's time with us we will gather information about her which we will use for various purposes. Please click [here](#) to find our Student Privacy Notice which details how we use your daughter's information. You can also find our Student Privacy Notice on our school website: www.nhsq.org.uk/dataandinformation/data-privacy.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables below. Please could you read this form very carefully and circle the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables below then this will not affect your daughter's place at the school. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our students, and have the following measures in place:

- We ensure students are dressed appropriately and we save all files on a secure network which is password-protected.

The school may provide photographs and videos to the media, or the school may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the school has no control over these.

Celebrating Your Child's Achievements and Reporting on Events

As a school we are very proud of the achievements of all our students, and we want to be able to celebrate these achievements both within the school and with others. We may also want to report on significant events which involve our students, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

Promoting the School

We want to be able to promote the school to attract new pupils, and to show the quality of the school. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus.

	Please circle as appropriate
In order to celebrate my child's achievements, I am happy for the school to use: <ul style="list-style-type: none"> ● Photographs of my child ● Videos of my child 	<ul style="list-style-type: none"> ● Yes/No ● Yes/No
The following information may be used with the above: <ul style="list-style-type: none"> ● Name 	<ul style="list-style-type: none"> ● Yes/No
I am happy for the following information to be used <u>but only without</u> photographs or videos of my child: <ul style="list-style-type: none"> ● Name 	<ul style="list-style-type: none"> ● Yes/No
I am happy for the information selected above to be used: <ul style="list-style-type: none"> ● On internal screens which may also be viewed by visitors to the school site or on internal notice boards ● On the school website ● On the school social media sites ● In local news media – newspapers, websites and television ● In national news media – newspapers, websites and television 	<ul style="list-style-type: none"> ● Yes/No ● Yes/No ● Yes/No ● Yes/No ● Yes/No

Paying for Meals

Currently we are using our ID passes to purchase food and refreshments. However, we hope to reintroduce finger scan recognition (biometrics). The system works by scanning a finger and converting the scan to a series of numbers. The finger scan of the student is stored on a secure database which is then encrypted until the students leave the school.

We will inform families as to when we intend to reintroduce biometrics and will only scan a finger at that point and not before.

	Please circle as appropriate
I am happy for my child's finger scan to be held by the school for the purpose of paying for meals	<ul style="list-style-type: none"> ● Yes/No

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to on this form. To withdraw your consent to any of the above, or otherwise amend your position, please contact the Data Protection Lead, Mrs P. Lindsay: dplead@nhsg.org.uk. This consent will otherwise continue until your child reaches the age of 12 years old at which point the school will seek consent directly from your child in relation to the above matters. Data for which consent has been given above will be processed according to our data retention schedule.

Student Name (block capitals):

Date of Birth:

Signed:

Parent/Carer Name (block capitals):

Date:

