



West Witney Primary School and Nursery

Headteacher: Mr Sam Birnage

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Dear parent/carers,

General Data Protection Regulations (GDPR)

As of 25th May 2018, there were some changes to the data protection regulations called the General Data Protection Regulations (GDPR). The school regards the protection of personal data relating to children and parents/carers as a very important matter.

On the school website, in accordance with best practice, we have published our updated Data Protection Policy, Freedom of Information Policy and Pupil Privacy Notice. The Pupil Privacy notice outlines the pupil information that we collect, hold and share including the lawful basis about how we use this information. Please take a look at these documents. Should you require a printed version then please contact the school office.

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays, school newsletters, school website and within other literature such as Early Years profiles and Assessment books. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture, we will obtain permission from the parent before using the image.

We use photographs within other publications such as Welcome Booklets, School Prospectus and the school Newsletter, all of which are published on the school website.

Early Years Profiles, Special Books, Assessment Books and End of Year Reports are used to celebrate children's progress throughout their time in school. These may include photos of individuals, groups or classes of children.

At West Witney Primary School, we use Parent Apps, where the teachers occasionally upload pictures to a secure and private class album for parents to view.

From time to time our school may be visited by the local press, who will take photographs or film footage of a high-profile event. Children may appear in these images which may be published in local or national newspapers and their websites.

Twice a year we are visited by a local GDPR compliant school photographer who will take a photograph of your child individually and within their class for you to purchase, however, there is no obligation for you to buy.

In order for West Witney Primary School to keep parents up to date on events, school closures, changes to clubs and payment reminders we require your permission to send you texts and emails via a GDPR compliant third-party communication tool, such as Parent App Connect. These will also include details on fundraising events from the PTA.

To comply with the new GDPR laws we require the Priority 1 parent's permission before we can photograph or make any recording of their children or send them any communication via email or text.

Please see attached a copy of the mandatory consent form for you to complete. This form will be valid from the date it is completed until your child leaves West Witney Primary School. Historic photographs may remain on our school website and literature for up to 12 months. Should your circumstances change and you wish to amend your consent options then please put these in writing to the school office.

It is imperative that we have a completed form for EVERY child in the school so please complete one form for each of your children.

We appreciate your co-operation and your time in helping us to comply with the General Data Protection Regulations.

Yours sincerely,

S Birnage

Mr Sam Birnage
Headteacher

Photograph and Data Consent form

	Yes	No
I give permission for my child's photograph to be used within school for display purposes.	☐	☐
I give permission for my child's image to be used in Early years profiles and assessment books.	☐	☐
I give permission for my child's image to be used on the school website and in other printed/online publications e.g. newsletter, welcome packs/prospectus.	☐	☐
I give permission for my child's image to be used on Parent App.	☐	☐
I give permission for my child's image to appear in the local press.	☐	☐
I give permission for my child to have a school photograph taken, as an individual and as a whole class.	☐	☐
I give permission for the school to use my contact details to send me information s via 3 rd party communication tools, eg Parent App.	☐	☐
I give permission for the school to send me texts/emails/messages regarding school fundraising events. This could include non-uniform days, sponsored events and PTA events. Please note that if you decline this permission then we will be unable to send you the school newsletter as this contains fundraising information.	☐	☐

Name of child _____

Current class _____

Name of Parent/Carer _____

Parent/Carer Signature _____

Date _____