

Pupil Name _____

Tutor Group _____

At Kettlethorpe High School, we store and use personal information in order to educate and care for pupils in school, including those applying to the school and pupils who have recently left.

There are two areas of personal information that require consent.

Photographs	The school will take, or arrange to be taken, photographs for use in school to enable staff to identify pupils e.g. on class registers, seating plans etc. This is part of our role in educating and caring for pupils. Our current school photographer is Tempest.	No parental consent required
	The school will take, or arrange to be taken, photographs that will be used for internal documents and external documents. These include newsletters, pamphlets, the prospectus and photographs of sports and performing arts events. These photographs may be used on social media, the school website and in published documents relating to school.	As a parent I consent for photographs of my child to be used as detailed. Yes <input type="checkbox"/> No <input type="checkbox"/>

Finger scan	Our catering system uses finger scans to identify pupils so that their dinner money account can be securely topped up and so that they can purchase food in school. Finger scans are shared with CRB Cunninghams to enable cashless catering. Should you not want finger scanning to take place we have alternative methods of paying for food in school. Please note that finger scans are not the same as finger prints.	As a parent I consent for finger scans to be used as detailed. Yes <input type="checkbox"/> No <input type="checkbox"/>
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Parental signature _____

Date _____

The consents you have given will last until the December after your child has left the school in year 11. However, at any point consents can be checked and amended by contacting Julie Hawkins in the school office on 01924 251605 or by emailing jhawkins@kettlethorpe.wakefield.sch.uk. A copy of the consent form is also available on the school website and can be returned to school.

April 2018

Privacy is important to us

You will have heard that the law on holding and using data is changing, and you have probably received information about this from other organisations. The changes apply to schools as well as companies and charities, and come into effect on May 25th.

Because we have a duty to educate and care for pupils in school, most of what we do comes under the "*exercise of official authority*", and this allows us to contact you by email, letter, phone or text in relation to your child's education and welfare.

However, we do require consent for two aspects of data that we hold. These are for some photographs and also for finger scans. Details are on the reverse of this letter.

Because of the way the new law works, it is important that the consent form is returned. This is because we can only continue using the finger scan for school lunches when consent is given. If the form is not returned your child will have to start using the alternative payment system even if you would be happy to continue using the finger scans.

The school website has a copy of our privacy notice if you would like more detail about data protection and privacy.

Please return the form, signed and dated, by Friday 27th April. The form should be returned to the form tutor during registration time.

Thank you,

Mark Hunter

Assistant Head