

Student name: _____ **Date:** _____

Dear **[parent/carer name]**,

URGENT ACTION REQUIRED - GDPR / Data Protection

As an educational establishment, Altrincham College is legally required to obtain most of the data we hold and process about your child(ren). However, there are certain types of data, such as photos and biometric records (fingerprints), for which we need to seek specific consent, to comply with the Data Protection Act 2018.

Photo Consent

We use students' images in order to support learning and the delivery of education, monitor student progress, provide the appropriate level of care and to comply with statutory obligations.

However, we also use photos and videos of students for a number of other reasons which include: school displays to celebrate school life and students' achievements, to promote the school (e.g. on social media and on the school website) and for other publicity purposes in printed publications, such as local newspapers. We have tried to make the list in the form below a full comprehensive list but, on occasion, we may have to contact you about specific use and consent if it is needed.

Altrincham College **will not** use images or videos of your child(ren) without your consent unless they are for educational purposes. Similarly, if there are only certain conditions under which you would like images or videos of your child(ren) to be used, the school will abide by the conditions you outline on this form.

Please can we ask that you complete the attached forms as a matter of urgency ask that your child(ren) bring it on their first day of school - Friday 4th September 2020. This way we can ensure that your needs and requirements regarding photos are fulfilled. We are aiming to take photos of students on their first day and if we do not have consent your child(ren) will not be able to participate.

If at any time your requirements regarding consent change, please contact school by emailing dsy@mail.altrinchamcollege.com or by calling school on 0161 980 7173. We will gladly honor any changes you make once you have advised us.

I would also like to take this opportunity to draw your attention to the school's website www.altrinchamcollege.com where, under the 'About Us' section, you will find Altrincham College's documentation relating to our commitment to the General Data Protection Regulations including policies and privacy notices.

Yours sincerely



**Ms K Earle
Headteacher**

IMPORTANT – This completed form should be handed to your Form Tutor on the first day of term

Student's name: _____

(if you have more than one child studying at AC, please complete a form for each of them)

USE OF PHOTOS CONSENT FORM	TICK ✓
I am happy for photos & videos of my child to be used on the school website & online publications including the newsletter & prospectus.	
I am happy for photos of my child to be used in printed school materials; for example, the school prospectus, presentation evenings/open events/internal displays.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on Altrincham College's social media accounts; for example, Facebook, Twitter & Instagram.	
I am happy for photos & videos of my child to be taken on School Trips and Residentials & to be published on the school's website, social media & used in printed school materials.	
I am happy for the school to take videos & photos of my child to be taken at school productions & to be published on the school's website, social media & used in printed school materials.	
I am <u>NOT</u> happy for the school to use photos or videos of my child for anything other than to support learning and the delivery of education, monitor student progress, provide the appropriate level of care and to comply with statutory obligations. (Please note this box should <u>ONLY</u> be ticked if you are not happy with <u>ANY</u> image of your child to be used as above)	

Name: _____

Relationship to child: _____

Signature: _____

Date: _____