

Student name: _____ Form: _____

19 February 2020



Dear Parent/Carer

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 pupil progress, provide the appropriate level of care and to comply with statutory obligations.

However, we also use photos and videos of pupils 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.

Biometric Data

Altrincham College currently operates a biometric system to allow your son/daughter/ward to use our cashless catering system, this system is linked to ParentPay, a secure internet based payment system for parents and carers.

At the heart of this biometric system is software which allows the system to recognise each individual student, hold individual cash balances, record cash received and cash spent on any specific date and time of day. This system is also used to make payments for school visits and is linked to the ICT network for changes in personal passwords. The biometric system in use at Altrincham College uses each student's fingerprint which is registered and then translated to a number which will always then uniquely identify each individual student. We may also at some point in the near future use the same biometric system for the pupils to access other provision in school such as photocopying or library services. We will inform you of any change of use of your child(ren)'s biometric data. If you do not wish your child(ren) to use the biometric system, they can be issued with an ID card which will show their name and photograph. The first card will be provided free of charge with any replacement cards charged at £5.00 per card.

Please note that failure to return the reply slip below will mean your child will be unable to use our biometric services until written consent has been obtained.

Please can we ask that you complete the attached forms as a matter of urgency and return them to school by Friday 28TH February 2020. This way we can ensure that your needs and requirements regarding photos and the biometric system are met.

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 honour 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

A handwritten signature in blue ink that reads 'K Earle'.

**Ms K Earle
Headteacher**

Student name: _____ Form: _____

(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 NOT 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 pupil 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: _____

Student name: _____ Form: _____

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



USE OF BIOMETRIC DATA CONSENT FORM	TICK ✓
I am happy for the school to use my child's fingerprints to enable them to receive school meals.	
I am happy for the school to use my child's fingerprints to enable them to add money to their school meal account.	
I am happy for the school to use my child's fingerprints to enable them to access their photocopying account*. *this technology is planned for the future, but has not yet been installed.	
I am happy for the school to use my child's fingerprints to enable them to use school library services*. *this technology is planned for the future, but has not yet been installed.	
I am NOT happy for the school to use my child's biometric data in these ways. (Please note this box should <u>ONLY</u> be ticked if you <u>do not</u> wish your child's fingerprint to be taken. Without it they will not be able to access the school's biometric canteen system. Please contact the school in this instance to arrange alternative provision.)	

Name: _____

Relationship to child: _____

Signature: _____

Date: _____