



15 May 2018

Dear Parent/Carers,

Important Information Regarding Data Protection

You are probably already aware that the law is changing regarding the collection and processing of personal data. These changes apply to us as a school as well as other organisations and we have to comply by 25 May 2018.

Our legal basis for processing information about you and your child/ren is to “exercise the official authority vested in us” for the statutory purposes of education. This also includes being able to contact you by email, letter, phone or text in relation to their education and wellbeing.

The majority of pupil information you provide us with is mandatory but some of it is provided on a voluntary basis and for this we require your consent. We do ask for this when your child/ren join us and a data collection form is sent out at the beginning of each academic year.

We have attached a copy of a Privacy Notice to parents/carers and a copy can also be found on the school website under ‘GDPR’ (General Data Protection Regulations). If you would like a hard copy please contact Reception and we will ensure a copy is posted home. A pupil friendly version of the Privacy notice will also be available on the school website.

We recommend that you read the notice with your child/ren so that they are aware of the changes and the consent that is being given/withheld. During this academic year we have sent home a photograph permission form. We have amended this form slightly increasing the years we hold photographic data from 2 to 5. We shall be contacting you separately if you have not yet returned a photo permission form this year. If at anytime you wish to amend your consent please do not hesitate to email admin@pewsey-vale.wilts.sch.uk for the attention of the Data Protection Office.

Yours faithfully

Mr N Pritchard



Dear Parent/Carer,

We may wish to use a photograph(s) of your child in our publications, publicity materials, displays or the internet. Please complete the form and sign and date it where shown. Please return the completed form to us as soon as possible. The conditions for use of these photographs are below. Please tick these boxes to say that you are happy for your child's image to be used in the following ways:

- In videos and DVDs (including You Tube)
- In newspapers and other media
- On our school website
- In publications and publicity materials produced by the school
- On our social media channels (Twitter/Facebook)
- Should a student leave, we still have permission to use this photo (in a prospectus or display)
- Do not wish photos to be used

Signature of Parent _____ Date _____

Your name	
Child's Name	
Address	
Telephone Number(s)	
Email address	

Conditions of use:

1. This form is valid for the duration of your child's time at Pewsey Vale plus five additional years. The school may apply to you to extend your permission after this time.
2. If we use a photograph(s) of individual young people or small groups of young people, we will avoid using their name in the accompanying text or caption. However, the media may want to use names. We may use group photographs with very general captions.
3. We will not include personal details such as telephone numbers or addresses in any of our publications.
4. Please note that websites can be viewed throughout the world and not just in the UK where UK law applies.
5. On occasion, we may have cause to share information (phone numbers) with medical professional eg. The vaccination team.

If you have any queries relating to this document, please contact the school office by email: admin@pewsey-vale.wilts.sch.uk.