



CONSENT FORM Years 8, 9, 10, 11, 12 and 13- PUPIL PERSONAL DATA

During your time with us we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached, then this will not affect your place at the Southfield School. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have in place processes for dealing with this. Further details can be seen in both the CCTV Policy and the Data Breach process on the school website.

The School may provide photographs and videos to the media, or the School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the School has no control over these.

If you would like to discuss anything in this privacy notice, please contact:

Mrs A.J. Buckley, Data Protection Officer, Southfield School, Lewis Road, Kettering, NN15 6HE

dpo@southfieldsch.co.uk



Southfield
School for Girls

CONSENT FORM Years 8, 9, 10, 11, 12 and 13- PUPIL PERSONAL DATA

Student Name:

Date of Birth:

Celebrating Your Achievements and Reporting on Events

As a School we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the School and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	No
In order to celebrate my achievements I am happy for the School to use:		
<ul style="list-style-type: none">• Photographs of me		
<ul style="list-style-type: none">• Videos of me		
The following information may be used with the above:		
<ul style="list-style-type: none">• Name		
<ul style="list-style-type: none">• Class		
<ul style="list-style-type: none">• Year Group		
I am happy for the following information to be used <u>but only without</u> photographs or videos of me:		
<ul style="list-style-type: none">• Name		
<ul style="list-style-type: none">• Class		
<ul style="list-style-type: none">• Year Group		
I am happy for the information selected above to be used:		
<ul style="list-style-type: none">• On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards		
<ul style="list-style-type: none">• On the School intranet		
<ul style="list-style-type: none">• On the School website		
<ul style="list-style-type: none">• On the School social media sites		
<ul style="list-style-type: none">• In national news media - newspapers, websites and television		

Promoting the School

We want to be able to promote the School to attract new pupils, and to show the quality of the School. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus, our website, advertising in the media, promotional document folders, vinyl banners, pop up banners, A1 posters, framed photos, leaflets and greeting cards.

	Yes	No
I am happy for the information selected below to be used for the purpose of promoting the School:		
<ul style="list-style-type: none">• Photographs of me		
<ul style="list-style-type: none">• Videos of me		
The following information may be used with the above:		
<ul style="list-style-type: none">• Name		
<ul style="list-style-type: none">• Class		
<ul style="list-style-type: none">• Year Group		
I am happy for the following information to be used <u>but only without</u> photographs or videos of me		
<ul style="list-style-type: none">• Name		
<ul style="list-style-type: none">• Class		
<ul style="list-style-type: none">• Year Group		
I am happy for the information selected above to be used:		
<ul style="list-style-type: none">• On the School website		
<ul style="list-style-type: none">• In the School prospectus		

Paying for Meals

The School has a system for paying for meals which uses fingerprint recognition. The system works by using finger print technology known as 'biometrics' in order to avoid students carrying cash around the school. The software used creates a mathematical image of your child's finger print and this information is stored, not the original fingerprint image which is discarded. There is more information on our website about the benefits of using this system.

	Yes	No
I am happy for my fingerprint to be held by the School for the purpose of paying for meals		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

Mrs A.J. Buckley, Data Protection Officer, Southfield School, Lewis Road, Kettering, NN15 6HE

dpo@southfieldsch.co.uk

This consent will otherwise continue until you leave the School.

Signed:

Name:

Date: