



New City Primary School
Tunmarsh Lane
Plaistow
E13 9NE
Tel: 0208 472 2743
www.newcity.newham.sch.uk

22nd May 2018

Date Parent/Carer

RE: GENERAL DATA PROTECTION REGULATION (GDPR)

As you may already be aware, the 25th May 2018 marks the enforcement of the General Data Protection Regulation (GDPR). The GDPR will replace the Data Protection Act 1998 and is designed to strengthen the safety and security of all data held within an organisation, and make sure processing and storage procedures are consistent.

I am writing to you today to inform you of the work that New City Primary School is conducting to ensure that we meet this new regulation.

First and foremost, it is important that you understand your rights under the GDPR; you have the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that the Trust and New City Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

The GDPR will result in some significant changes for New City Primary School, which I would now like to take a moment to explain. New City Primary School will have to prove their compliance with the GDPR, by having effective policies in place. There have also been some changes to the rights that individuals have – such as the right to have your information erased.

Privacy notices must also include new information, such as an individual's right to complain to the Information Commissioner's Officer (ICO). The GDPR takes into account the information of children too – parental consent is needed for children up to the age of 13, at which point, the child may be able to consent for themselves. Privacy notices must be given to children and have to be written using age-appropriate language.

A data breach notification duty is applied to New City Primary School, and those that are likely to cause damage, e.g. identity theft, have to be reported to the ICO within 72 hours – failure to do so can result in a fine. A data protection impact assessment will be completed, which will likely be carried out when using new technologies and the processing is likely to result in a high risk to the rights and freedoms of individuals.

One of the biggest changes has been in terms of consent; consent must be a 'positive indication', which means that it has to be opted into, clear and unambiguous. Any consent given under the Data Protection Act 1998 will be reviewed and obtained if necessary. This means New City Primary School may have to ask for you to consent to things again.

Finally, schools are required to appoint a data protection officer (DPO). The DPO for New City Primary School is Mr Steven Lock and he can be contacted at:

Address: Mr Steven Lock
Data Protection Officer
The Boleyn Trust
Tollgate Primary School
London
E138SA

Email: DPO@boleyntrust.org

Telephone: 020 7476 1848

The GDPR will require changes to be made to some policies and procedures. While some policies will need small updates, others will require re-writes. When policies have been checked and ratified, they will be published on the school's website, which can be accessed here: www.newcity.boleyntrust.org

If you have any questions about GDPR, you can contact the ICO on 0303 123 1113 or by using their live chat, or you can visit their Guide to the General Data Protection Regulation webpage. You are also welcome to direct any questions you have to the DPO.

I would like to ask you to complete the enclosed permission slip and return it to the school office.

Yours faithfully,



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Mrs Stone

Images and videos parental consent form

This form explains the reasons why and how New City Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

If you have any questions regarding this form, please do not hesitate to contact the Headteacher.

Name of Pupil	:	
Current Year	:	

Why do we need your consent?

New City Primary School requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, New City Primary School will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, New City Primary School will abide by the conditions you outline in this form.

Why do you use images and videos of your child?

New City Primary School uses images and videos of pupils as part of displays to celebrate school life and pupils' achievements; to promote New City Primary School on social media and on the Trust's and school's website; and for other publicity purposes in printed publications, such as newspapers.

Where New City Primary School uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

New City Primary School may take images or videos of individual pupils and groups of pupils to use on social media, New City Primary School website, in New City Primary School prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that [name of school] is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Newham Recorder and Newham Magazine
- Newham Music Academy
- Every Child a Musician

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the remainder **2017/2018** academic year.
- It is the responsibility of parents to inform New City Primary School, in writing, if consent needs to be withdrawn or amended.
- New City Primary School will not use the personal details or full names of any pupil in an image or video, on our websites, in our school prospectuses or any other printed publications.
- New City Primary School will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- New City Primary School may use pictures of pupils and teachers that have been drawn by pupils.
- New City Primary School may use work created by pupils.
- New City Primary School may use group or class images or videos with general labels, e.g. 'sports day'.
- New City Primary School will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- New City Primary School will take class images of your child which are available to purchase annually.



Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

New City Primary School will only publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:

Using images of my child on New City Primary School website.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using videos of my child on New City Primary School website.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using images of my child on New City Primary School social media, including the following: <ul style="list-style-type: none"> - Twitter - Facebook - Instagram 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using videos of my child on New City Primary School social media, including the following: <ul style="list-style-type: none"> - Twitter - Facebook - Instagram 	<input type="checkbox"/> Yes <input type="checkbox"/> No
The local media using images of my child to publicise school events and activities (only including the organisations outlined above).	<input type="checkbox"/> Yes <input type="checkbox"/> No
The local media Using videos of my child to publicise school events and activities (only including the organisations outlined above).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using images of my child in marketing material, e.g. the school brochure and prospectus.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> - Name - Class - Roll number 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Refreshing your consent

This form is valid for the **remainder of the 2017 / 2018 academic year**. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos;
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used;
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

Declaration

I, (name of parent), understand:

- Why my consent is required.
- The reasons why New City Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.



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- The conditions under which New City Primary School uses images and videos of my child.
 - I have provided my consent above as appropriate, and New City Primary School will use images and videos of my child in line with my requirements.
 - Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
 - I will be required to re-provide consent where any circumstances change.
 - I can amend or withdraw my consent at any time and must do so in writing to the Headteacher.
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Name of Parent:

Signature:

Date:

Please return the form no later than June 11th