



22nd May 2018

Dear Parents/Carers

As you may already know, on 25th May 2018 the General Data Protection Regulation (GDPR) will come into force. This will replace the Data Protection Act 1998 and is intended to improve the safety and security of personal data held by organisations, and make sure that people understand what information is held about them and why.

We have always taken great care of the personal information we hold about pupils and parents, but the new law means that we are taking some further steps, and we want to tell you about these.

1. Firstly, you should be aware that you have a number of 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 we hold.
 - Request that your personal data is amended if it is inaccurate or incomplete.
 - Ask us to erase your personal data if 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.
2. On our website you will find our new privacy notice for pupils and parents www.ettingtonprimary.org, which explains in detail what personal data we hold, why we hold it and who we share it with. This also provides details of our Data Protection Officer (DPO) [schoolDPO@warwickshire.gov.uk] who provides us with advice on compliance with GDPR and our data protection obligations, and can be contacted if you wish to make a request or complaint about your personal data. The privacy notice also explains about your rights to complain to the Information Commissioner's Office.
3. We are reviewing our policies and procedures. New and revised policies will be published on the school's website, which can be accessed at www.ettingtonprimary.org from 25th May 2018.

4. If anyone's personal data is likely to be significantly involved or affected when we develop new systems or introduce new technology, we will carry out a data protection impact assessment to ensure that privacy issues are addressed.
5. Your consent – we have made some changes to our data collection and other forms which have been revised to bring them in line with the new law. This means that we have to ask you to consent to things again. Attached you will find four new documents, which we require all parents/carers to read, complete and return by the end of this week.

It is essential that all forms are completed and returned as we can no longer make the presumption that a non-return is indeed consent. To ensure all responses are received and kept securely together we have sent these in an envelope and ask that you use this to also return your copies.

We thank you in advance for taking the time to read and return these wordy documents.

If you would like any more information about GDPR, you can visit the Information Commissioner's website and in particular the [Guide to the General Data Protection Regulation](#) webpage.

Yours faithfully



Mr David Johnson
Headteacher.



CONSENT FOR DATA SHARING WITH THIRD PARTIES

Name of Pupil Class

Dear Parent/Carer

In order to enhance and improve our pupils' educational experience, we share personal information with external web-based learning resources.

In this form we have set out:

- (a) Details of the external resources that we currently use, and
- (b) The personal information that we share with them

We should be grateful if you would indicate whether you consent to your child's personal information being shared for the following purposes.

Anomoly TV

Playground Pod and live website feed

Purpose of Resource : It allows school to promote and share pupil learning experiences

Personal Information Shared: Pupils names and in some cases their Image/video footage

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Fit 4 Schools

Online Assessment Tool

Purpose of Resource: Recording pupil attainment and progress in sports.

Personal Information Shared: Pupils names, Dates of Birth, Assessment Data and Class

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

After School / Extra Curriculum Providers

Purpose of Resource: To provide afterschool clubs and extra curriculum activities. NB afterschool clubs have responsibility for the Health & Safety of those children attending the clubs.

Personal Information Shared: Pupils names, Dates of Birth, Medical and emergency contact details

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Parent Pay

Payment system for curriculum activities, Trips, Music, Uniform, Lunches, After School Club

Purpose of Resource: To enable parents to pay directly online from their Bank Account and allow cashless system in school

Personal Information Shared: Pupils Names, Class, Parent Contact Details

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Warwick Music Services & Music Box

Purpose of Resource: To deliver peripatetic music lessons for registered pupils

Personal Information Shared: Pupils name, Class

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Marle Hall

Residential Activity Centre owned by Warwickshire County Council

Purpose of Resource: To provide children in Year 6 the opportunity to stay away from home and take part in regulated activities by the centre

Personal Information Shared: Pupils Names, Emergency Contacts, Medical and Dietary requirements

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

SPAG.Com

Online Literacy learning resource

Purpose of Resource: To use for school and home learning

Personal Information Shared: Pupils Name, Date of Birth and Class

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Educaters

Catering Company

Purpose of Resource: To provide lunches to pupils

Personal Information Shared: Pupils Names, Class, Dietary Needs, Health Information

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Young Carers

(If Required)

Purpose of Resource: Provide support for children to care for a relative

Personal Information Shared : Pupils Names, Dates of Birth, Contact Details

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Edufocus

Educational Online Reporting Service

Purpose of Resource: Recording and reporting all educational visits including risk assessments

Personal Information Shared: Pupils Names, Class, Health & Medical Details, Parent Emergency Contact Numbers

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Churchill Close, Ettington, Stratford-upon-Avon, Warwickshire, CV37 7SP, Tel: 01789 740236

Head: Mr D Johnson, Email: admin3024@welearn365.com

Stratford Herald/Midweek Newspaper

Local Newspaper

Purpose of Resource: To promote school activities and learning

Personal Information Shared: Pupils full name, Class and Image

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Full details of the learning resources, including details of where information is held, can be found in our Privacy Notice. This can be downloaded and is available from the school website www.ettingtonprimary.org - School Information\Policies\Privacy Notice for Parents

Please note that you have the right to withdraw your consent for the sharing of personal information at any time. You can notify us of your consent withdrawal in writing by contacting admin3024@welearn365.com

Signature

.....

Relationship to child

.....

Address

.....

Telephone number

.....

Date

.....



Consent Form for the recording and use of Images

Name of Pupil

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by DSP Photographers and available for purchase by parents, and held by the school for identification purposes with names attached	YES/NO
2.	For school photographs taken by Staff of Ettington CofE Primary School	YES/NO
3.	For use on internal school displays	YES/NO
4.	For use as part of projects of class work by pupils	YES/NO

5.	For use on the school's website	YES/NO
6.	For use on Anomoly TV – Pod & Wedbsite Stream	YES/NO
7.	For use in School Brochure / Prospectus	YES/NO
8.	For use in Local Newspaper – Herald and Midweek	YES/NO

We also need your consent before your child's name would be attached to any images accessible externally to the school (for example social media, other websites or the print media). Please indicate below whether you consent to this:

Attaching your child's name to images accessible externally to the school (for example social media, other websites or the print media)	YES/NO
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Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting admin3024@welearn365.com

Signature

Name.....

Relationship to child

Address

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Telephone number

Date

Learning for Life



Ettington Church of England
Primary School

CONSENT FORM

Consent is hereby given for (name of Child) Class

To have Internet Access (restricted) Yes / No

To Attend School Visits Yes / No

To walk to Church / Community Centre (with appropriate staff) Yes / No

To Walk Home (year 6 pupils only – letter also required) Yes / No

To sample food as part of national curriculum (reported allergies will be considered) Yes / No

I have completed and signed a consent form for Data Sharing with Third Parties Yes / No

I have completed and signed a consent form for the Recording and use of Images Yes / No

Please note you have the right to withdraw your consent to any of the above at anytime. You can notify us of your consent withdrawal in writing to admin3024@welearn365.com

Signed

Print Name

Dated

Learning for Life



Ettington Church of England
Primary School

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5.	For use on the school's website	YES/NO
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