**The Palmer Academy**

70 Northumberland Avenue, Reading RG2 7PP

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**Executive Headteacher**: Mr Aaron Wanford

**Head of School**: Miss Libby Thomassen

Company Reg Number: 08643729

VAT Reg. No. 200 191625

September 2022

**GDPR and Photo Consent**

Dear Parents/Carers,

You may be aware of the data protection rules that came into force in May 2018 called, ‘GDPR’, (General Data Protection Regulations) which we need to be compliant. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others. We are only able to continue to do this if you provide us with your consent.

In addition, we would like to forward you selected marketing information such as Holiday Clubs and fundraising ideas and events to raise funding for the school.

Please could you complete the attached consent sheet and return it to us urgently. If we do not receive your consent, we will have to assume that you have not provided consent and will be unable to take or use any photos of your children. In addition, we will not be able to forward you any marketing information and your child’s name will be omitted.

If you change your mind about the consents you have provided at any time, please just contact the school office on admin@thepalmeracademy.com or complete the GDPR form on the website and hand into the schools reception.

We are in the process of updating our privacy notices to inform parents/carers about the information we hold in respect of parents/carers and pupils and how we share that information. We will advise you when the new privacy notices are available on the school website. If your child is in Early Years or has a medical condition, we may need to contact you for additional consents in the future.

Thank you in advance for your co-operation with this.

With regards

***Miss. Thomassen***

***Head of School***

 

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photograph consents

At The Palmer Academy, we sometimes take photographs of pupils. We use these photos in the school’s prospectus, on the school’s website, Reach2 Academy Trust website, on our Twitter account, in the newsletter and on display boards around the school, and on trips and during events and fundraising. We may also retain them after your child has left the school for celebration and/or historic purposes. We would like your consent to take photos of your child, and use them in the ways described above. If you are happy for us to do this, please tick the ‘yes’ box below.

**Please note that for administration reasons if you reply ‘no’ to any of the boxes in either section 1 or 2, we will have to restrict access of photos to all areas covered in that section.**

**Section 1 - Internal use of photographs** **Yes No**

I am happy for the school to take photographs of my child for use in school. □ □

I am happy for my child’s photo to be used in internal display boards. □ □

I am happy for my child’s photo to be used in the Year 6 yearbook. □ □

I am happy for my child’s photo to be included in production photos. □ □

I am happy for my child’s photo be taken on school trips and events. □ □

In addition, we need permission for your child’s photo to be used on the following external sites and Social media locations:

**Section 2 - Other use of photographs** **Yes No**

I am happy for photos of my child to be used on the school website. □ □

I am happy for photos of my child to be used in the school prospectus. □ □

(Please note: photos of your child may remain in the prospectus after they have left school)

I am happy for photos of my child to be used for newspaper publicity photos □ □

And reports of the events.

I am happy for photos of my child to be used on the school’s Twitter account. □ □

I am happy for photos of my child to be used on Reach2 Academy Trust □ □

website.

I am happy for my child’s photo to be used on banners marketing the school. □ □

**Class Lists** **Yes No**

I am happy for my child’s name to be listed on the classroom door for □ □

parents evening purposes.

I am happy for my child’s first name to be shared with parents/carers of pupils

In the same class for card and invite purposes. □ □

**Marketing Communications Yes No**

I am happy to receive marketing information from the school. □ □

Parent/Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_