**May 2018**

**PARENTAL CONSENT FORM – PUPIL PERSONAL DATA**

During your child’s time with us we will gather information about them 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 child’s place at Penryn College. 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 your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils and we do not allow the taking of photographs or videos in the school for data protection and safeguarding reasons.

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

**Please fill in the details about your child below and complete the boxes to give your consent as you wish.**

**Please return this form to the college reception by Friday 29th June 2018.**

Celebrating Your Child’s Achievements and Reporting on Events

Child’s Name:

At Penryn College 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 college 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.

|  |  |  |
| --- | --- | --- |
| **PLEASE TICK ‘YES’ OR ‘NO’ ALONGSIDE EACH BULLET POINT BELOW** | **Yes** | **No** |
| In order to celebrate my child’s achievements I am happy for Penryn College to use:   * Photographs of my child * Videos of my child |  |  |
| The following information may be used with the above:   * First Name Only * Surname Only * First and Surname * Class * Year Group |  |  |
| I am happy for the information selected above to be used:   * On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards * On the Penryn College intranet * On the Penryn College website * On the Penryn College social media sites * In the College’s own publications such as the weekly newsletter and internal staff bulletin * In local news media – newspapers, websites and television * In national news media – newspapers, websites and television |  |  |

Promoting Penryn College

We want to be able to promote Penryn College to attract new pupils, and to show the quality of the college. 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, leaflets and booklets to advertise events and programmes produced for events and concerts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLEASE TICK ‘YES’ OR ‘NO’ ALONGSIDE EACH BULLET POINT BELOW** | **Yes** | | **No** | |
| I am happy for the information selected below to be used for the purpose of promoting Penryn College:   * Photographs of my child * Videos of my child |  | |  | |
| The following information may be used with the above:   * First Name Only * Surname Only * First and Surname * Class * Year Group |  | |  | |
| I am happy for the following information to be used but only without photographs or videos of my child:   * First Name Only * Surname Only * First and Surname * Class * Year Group | |  | |  |
| I am happy for the information selected above to be used:   * On the Penryn College website * In the Penryn College prospectus * In leaflets and booklets to advertise events * In programmes produced for events and concerts | |  | |  |

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:

The Data Protection Officer, Penryn College, Kernick Road, Penryn, TR10 8PZ

This consent will otherwise continue until your child leaves Penryn College.

Please sign below to grant your consent and to say that you have discussed this consent form with your child.

**Parent/Carer Signature:**

**Parent/Carer Name:**

**Date:**