

St Malachy's Primary School

GENERAL CONSENT FORM

St Malachy's Primary School, Chapel Lane, Armagh, BT61 7EG

Principal: Mr Paul Duggan Telephone: 028 37523847

Website: www.stmalachysprimary.org Email: info@stmalachys.armagh.ni.sch.uk

Consent Form for Date of Birth Primary

This form explains the reasons why and how St Malachy's Primary School may seek consent e.g. promotion, texting service and email contact, which involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent for the use of your/your child's personal information for e.g. promotion, texting service and email contact. Without your consent we will not use your child's personal information for promotion, texting service and email contact.

St Malachy's Primary School uses promotional material to promote the events that are taking place at school, for example, the Christmas Concert. Our primary aim is to inform you of the events that are taking place during the school year and, if you wish to participate in them, how you can do so and to what benefit.

Parents/legal guardians of pupils under the age of 13 or pupils over the age of 13 and not considered capable of giving their own consent should complete this form on behalf of the pupil.

This consent form is valid for the academic year 2018 to 2019. It will be updated on an annual basis. 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 form of promotional material
- Changes to school circumstances, e.g. if a new Principal reviews how the school markets itself

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

Criterion	Yes/No
I consent to receiving promotional material e.g. letters	
I consent to receiving promotional material from the PTA	
I consent to receiving texts from the school texting service	

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your or your child's personal information, you/your child will not suffer any detrimental effect as a result.

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

Signed by Parent/Legal Guardian..... Print name

Relationship to child Date

***Please Note we will update this information annually. Should your/your child's circumstances change mid-year, it is your responsibility to notify the school and complete a new consent form.**

St Malachy's Primary School

CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

St Malachy's Primary School, Chapel Lane, Armagh, BT61 7EG

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Consent Form for Date of Birth Primary

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families//legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (***newspaper and media companies will often use a full name and we will not seek further permission for this**). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Parents//legal guardians of pupils under the age of 13 or pupils over the age of 13 and not considered capable of giving their own consent should complete this form on behalf of the pupil.

This consent form is valid for the academic year 2018 to 2019. It will be updated on an annual basis. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

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I give permission for photographs, voice recordings or videos of my child to be taken and used within school, for example: displays in school entrance.	Yes/No
I give permission for photographs of my child to be used in the printed school newsletter. I understand that it is posted in PDF format on the School website.	Yes/No
My child may be named in the caption or article associated with the image in the school newsletter.	Yes/No
I give permission for photographs, voice recordings or videos of my child to be used on the School's website, and our school-managed social media portals, for example: as part of a school trip blog.	Yes/No
I give permission for my child's work to be used on the school website and our school-managed social media portals.	Yes/No
My child may be named in the associated captions or articles on the website or school-managed social media portals.	Yes/No
My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.	Yes/No
I give permission for visiting media organizations to take photographs or video footage of me (current pupil age 13+)/my child and use them in local or national publications, on websites and on radio or television programs.	Yes/No
My child's name* may be used in connection with this material. (*In these instances full names are often used).	Yes/No
My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards.	Yes/No

- Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media accounts are the school website, Facebook and Twitter account.
- We may continue to use your child's image or footage after they have left the School in promotional materials or on our social media or website accounts.
- We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.
- We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

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

Signed by Parent/Legal Guardian Print name

Relationship to child Date

