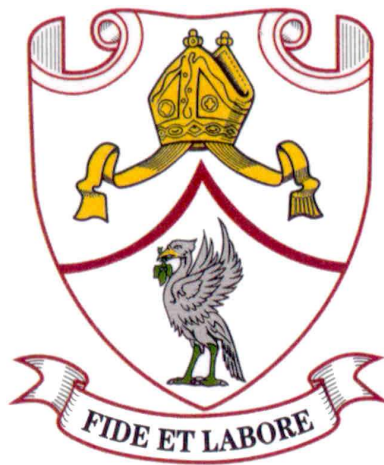


ST MARGARET'S C.E. ACADEMY



"Achievement by faith and work"

PARENTAL CONSENT INFORMATION

Notification of Intention to Process Pupil's Biometric Information

The doors to the main school building from both yards use an automated (i.e electronically-operated) recognition system. The system has the functionality to allow access via a keypad using pin codes and also via fingerprint recognition. The system makes entry into the school building more efficient and secure.

Under the latest General Data Protection Regulations (GDPR) we are required to notify each parent/carer of a child and obtain the written consent before being able to use a pupil's biometric information for an automated system.

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The information will be used as part of an automated biometric recognition system. This system will take measurements of your son/daughter's fingerprint and convert these measurements into a template to be stored on the system. An image of your son/daughter's fingerprint is not stored. The template (i.e. measurements taken from your son/daughter's fingerprint) is what will be used to permit your son/daughter to gain access to the school.

If you do not wish your son/daughter's biometric information to be processed by the school, or your son/daughter objects to such processing, then they will still be able to access the school through these doors, as they currently are, using the pin code. Please note that when your son/daughter leaves the school his/her biometric data will be securely deleted.

If you give consent to the processing of your son/daughter's biometric information, please sign and date the attached consent form and return to school as soon as possible.

Using Images of Children

Occasionally, **St Margaret's C. E. Academy** may take photographs, DVD and sound recordings of the children at our school.

We *may* use these images in our **School Prospectus**, our **digital Prospectus**, **Friends of St Margaret's Magazine**, on our **Website**, within the **local media**, on our official **school social media feeds** and any **other promotional literature**. Images may also be used for display within the school.

To comply with the **General Data Protection Regulation (GDPR)**, we need your permission before we can photograph or make any recordings of your child. If you give permission for your child to be photographed or recorded their photograph/image could possibly be used in any of the following publications:

- School Prospectus
- Digital Prospectus
- Friends of St Margaret's Magazine
- Prizegiving Programme
- Website
- Official school social media feeds
- Local media
- Our promotional literature

School photographs are currently taken, by the School Photography Company of individuals in Year 7, 9, 11 and 12 and of whole year group in Years 7, 11 and 13 (Year groups include names). All pupils have their photo on the SIMS admin database, to identify them and this is also made available to that child's parents/carers for purchase (without obligation). The dates for this are published on the termly calendars.

Please note: websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Note also, that the conditions for use of these photographs/images are below.

Conditions of use

The consent form is valid until your child leaves St Margarets C.E. Academy. Your consent will automatically expire after this time, though you may withdraw your consent at any time.

We will not use the personal details or full names (which means first name and/or surname) of any child in a photographic image or DVD on our Website, in our School Prospectus, Digital Prospectus Prizegiving Programme, Sixth Form Handbook and local media (at the present time, some local newspapers will not agree to publish a photograph without a full name).

We will not include personal e-mail or postal addresses, or telephone or fax numbers on photographic images, or DVD images on our Website, in our School Prospectus, our digital Prospectus, Friends of St Margaret's Magazine or in local media.

If we do use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, except in the Friends of St Margaret's Magazine, Sixth Form Handbook and local media.

We *may* use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

We will take your child's photo for the admin database and it will be marketed to you for purchase (without obligation) as their parent/carer unless you have specifically advised us otherwise.

Name (Print)

Parent/Carer of Form:.....

Signed:.....