

CONSENT FORM – PUPIL PERSONAL DATA

During your child's/children's time with us, as a Trust/School, we will gather information about you/them which we use for various purposes. **A Privacy Notice** has been provided in relation to the use of this information, **which is available on the school website and a copy in School Reception Area.**

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/children's place at the Trust/School. 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 as a Trust/School 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 as a Trust/School we take very seriously the issue of potential misuse of photographs and videos of our pupils. We ensure that we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions. These controls include:

- Standard Code for School Uniform (ensuring pupils are dressed correctly)
- Data Protection Policy
- CCTV Policy
- IT Security Policy & Usage Policies
- Retention and Destruction Policy/Schedule

Where appropriate consent has been given, the Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

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: enquiries@st-hughs-pri.lincs.sch.uk or DPO's Tamer Robson/Teresa Bettelley dpo@ololcatholicmat.co.uk

This consent will otherwise continue until your child/children leave(s) the Trust Company/School or your child reaches the age of 13 years old, at which point the Trust Company/School will seek consent directly from your child in relation to the above matters. Please note that our school prospectus, website photography and marketing videos are refreshed on a two year cycle. If you provide consent for the use of your/your child's photograph or videos for these purposes, the image may continue to appear in the current prospectus, website or promotional materials until the next scheduled update. If you withdraw consent at any time, we will stop using your/your child's image in any future publications; however, it will not be possible to remove the image from materials that have already been printed, published, or distributed prior to the withdrawal of consent. For withdrawal of consent for safeguarding reasons, any images used online will be removed with immediate effect, although they will continue to appear in printed materials already distributed.

Celebrating Achievements & Promoting the Trust/School

Across the Trust & School, we are very proud of the achievements of all our pupils, and we want to be able to celebrate these achievements both within the Trust/School and with others. We also look to celebrate, share and further our Catholic identity with members of our families and friends, our Parishes, our Diocese and further afield. To do this we hope to use a wide range of platforms to share information, photos and videos which celebrate, promote and develop our Catholicity.

We may also want to report on significant events which involve our pupils and be able to promote the Trust & School to attract new pupils to show, as a Catholic Education Provider, the quality of the education, social contribution and pastoral provision available. It is important to us, as a Catholic Trust & School, that we deliver the teaching mission of making Christ known to all people. All of this could involve certain activities such as [including but not limited to] events, work displays etc. features in promotional material including websites, prospectuses, newsletters, sharing on social media (e.g. live streamed Liturgies on YouTube or other platforms and pre-recorded events).

In this regard, I am happy for the Trust/School to use: (Please indicate Yes or No for each category below)	Yes	No
Images of my child including their name, class name or year group, ie school sports events/choir		
Photographs/Videos for use within school premises		
General Publicity eg LA, CMAT and School (including Trust/School/Parish newsletters and Prospectuses and websites		
School Website including images of trips, activities and prospectus and Class Dojo		
Trust/School/Parish Social Media Sites including Twitter, Facebook and You Tube, TV (including the Trust-wide Chaplaincy Be Inspirational site)		
Images available to purchase using secure means ie Photographs, videos of School Plays etc		
Images for use on School Website		
Off-site school trips/activities – Receive First Aid or Urgent Medical Treatment		
Off site school/activities – Visit Places of Worship		
When an event, streamed internally within the Trust, is recorded (live-streamed Mass etc)		
When Live-streaming (ie live-streamed Mass &/or Liturgies etc, via YouTube or Microsoft Teams Live) where the audience is beyond the Trust, (for example Parents, Grandparents, Parishioners, the Nottingham Roman Catholic Diocesan Education Service) and the stream may be automatically recorded and be available to view on YouTube etc.]		
Local Area Walks		

Provision of Pastoral Care within the Trust/School

It is important that, as a Catholic Trust/School, our pupils are supported not only in school but also wider in the parish, especially at times of need. So that the Diocese and Catholic support agencies are able to provide that support and pray for the pupils at our school, we need to provide information to them (incl full name, date of birth, address, contact details, name/contact details of parent/carer).

	Yes	No
In this regard, I am happy for the Trust/School to share my [my child's] personal details with the Diocese and Catholic Support Agencies with provision of pastoral care within the community of the Catholic Church.		

Artificial Intelligence (AI)

The role of AI is to assist in reducing workload and streamlining processes, enabling staff to focus on personalised teaching and student support. Decisions, particularly those impacting students or staff, will always rest with human professionals. We are dedicated to safeguarding personal and sensitive information, ensuring that all AI systems used within our Trust comply with data protection laws and uphold the highest standards of privacy. We will apply AI with a strong ethical framework, ensuring fairness, transparency and integrity in all applications.

An AI Charter has been developed to ensure AI is used ethically and in line with all other Trust Policies and statutory guidance. Where AI is used, a robust risk assessment will be carried out in the form of a Data Protection Impact Assessment (DPIA). AI will not be used for automated decision making. All AI-generated outputs will be critically evaluated by staff to maintain the integrity of outcomes.

Pupil work may be entered onto AI and the outputs will be thoroughly checked by teaching staff for accuracy. Pupils' work is their Intellectual Property, and we therefore ask for consent from parents before student work may be uploaded to AI

In this regard, I am happy for the Trust/School to share my child's work with AI systems

	Yes	No

Student name:	DOB:	Form Completed by:	
Signature:		Date:	