



# Higham Lane School

Helping Learners Succeed

Headteacher: Phil Kelly BA MBA NPQH

Child's name: [pupil name]

Date: [date]

Dear [parent/carer name],

At Higham Lane School, we use information about your child in a number of different ways, and to comply with the General Data Protection Regulation (GDPR), we'd like your consent for some of the ways we use this personal data. We set these out in more detail below.

If you're not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences. Similarly, if you change your mind at any time, you can let us know by emailing [DPO@highamlaneschool.co.uk](mailto:DPO@highamlaneschool.co.uk) or calling the school on 02476 388123.

All the personal information we hold is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice located on the school's website and My Ed app for full details of how we use and share personal information.

If you have any other questions, please get in touch.

Yours sincerely,

Ian Naisbitt  
Assistant Headteacher

Students Name/Form:

## Photos, videos and school work

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website. We use these photos to help us to give people an idea of what life at our school is like.

To comply with the GDPR, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school.

We should be grateful if you would indicate whether or not you give consent by indicating with a tick (✓) – by indicating with a tick you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties.

Use of photos	Tick (✓)
I am happy for the school to take photos of my child.	
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 newsletter.	
I am happy for photos of my child to be used in printed school materials, for example, the school prospectus.	
I am happy for photos of my child to be used in internal displays	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on social media, for example Twitter and Facebook	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am happy for the school to attach my child's name (first name) to images accessible externally to the school (for example social media, other websites or the print media)	
I am happy for school work of my child to be used in internal displays.	
I am <b>NOT</b> happy for the school to take or use photos of my child.	

Students Name/Form:

## Biometric data

We use what is known as 'biometric data' in school. Specifically, we use your child's fingerprints. We use 'biometric data' to enable your child to benefit from the 'Cashless System' in school.

For our 'Cashless System' we use a biometrics system (fingerprint) to allow the students to purchase items from our Canteen. When the fingerprint is created the biometric information taken is an algorithm, not the actual thumbprint, and is converted into a unique number that links to the student. ParentPay, the company responsible for payment, verifies the unique number to identify the student account in order for payment to be processed.

We'd like your consent to use your child's fingerprints in the ways listed below. This information is held securely in school, and helps us operate these systems more efficiently. If you choose not to have your child registered, the school will provide alternative methods of identification such as a 4-digit PIN code or Smart Card.

We should be grateful if you would indicate whether or not you give consent by indicating with a tick (✓) – by indicating with a tick you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties.

Use of biometric data	Tick (✓)
I am happy that my child is registered on the school's Biometric Cashless Catering System	
I am happy for the school to use my child's fingerprints for them to receive school meals.	
I am happy for the school to use my child's fingerprints for them to add money to their food account.	
I am <b>NOT</b> happy for the school to take or use photos of my child.	

Students Name/Form:

### Emergency and parental responsibility contacts

In the unlikely event of an emergency or if we're unable to make contact with you we may need to contact persons nominated by yourself as emergency contacts/parental responsibility. In order to comply with GDPR (date protection) regulations we would like to confirm you have sought their consent for the school to use their contact details and thereby happy for the school to make contact if necessary.

We should be grateful if you would indicate whether or not you give consent by indicating with a tick (✓) – by indicating with a tick you are confirming that you have sought the consent of your nominated contacts.

Use of information for emergency and parental responsibility contacts	Tick (✓)
I can confirm the nominated emergency contacts that I provide do consent to the school processing their contact details in order to act as my child's emergency contact/parental responsibility.	

Students Name/Form:

**Date Protection Legislation:** The school is registered with the Information Commissioner for holding and processing personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department of Education. Please refer to the Privacy Notice located on the school's website and My Ed app for full details of how we use and share personal information.

**Please note:** You have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting [DPO@highamlaneschool.co.uk](mailto:DPO@highamlaneschool.co.uk)

Name:

Date:

Signature:

Relationship to child:

Address and telephone number: