



Contact Consent Form: General Data Protection Regulations 2018

Dear Parent/Carer

The new General Data Protection Regulations (GDPR) came into force in May 2018. Archibald First School has updated our Privacy Notice, copy attached.

Photos and Videos

GDPR requires that we have your permission to use images of your children.

At Archibald First School we already seek explicit parental agreement through the Acceptable use of the Internet Form for use of your children's images and work.

To date; every family has been asked to return a signed form, per child, relating to Digital Literacy. These are held on file and kept until your child leaves Archibald First School. If you wish to make any changes, to the signed agreement in the future, it is your responsibility to inform the school in writing or by completing an updated form. You can do this at any time.

This is compliant with the new General Data Protection Regulations which came into effect in May 2018.

Home School Communications

Home school communication is very important to us. We do this using:-

- Paper Letters
- Email System
- Text Service
- School Website
- Twitter

Letters requiring a return of information or written consent are always sent out in paper form.

In addition to this, our main sources of communication are email and text messaging. Both of these services are vital in communicating efficiently and effectively with you. Archibald First School also aims to be a paperless school to reduce waste; these services support us in this aim.

- **Email:** School communicates with you using the email *you* register with ParentPay as a way of communicating with you via your email address. This allows us to provide you with information such as the school newsletter, curriculum booklets and school events. Letters which do not require written consent or a reply slip are sent out via the email system.

- **Text Messages:** School communicates with you using the mobile telephone number *you* provide on your Pupil Contact Information form. School uses the text messaging provider (currently Teachers2Parents) to send you urgent messages, reminders for upcoming events and general information.
- **School Website:** Letters and diary dates are available on our website, **please be aware** that diary dates may change and you should check regularly for any updates.
- **Twitter:** Updates and information are shared @archibaldfirst.

Consent for Communication Preferences

The new GDPR requires that we have your explicit consent for your communication preferences. Attached is a consent form which must be returned to school by Monday 1st July.

Your permissions will be kept on file for the duration of your child's time at Archibald First School. If you wish to make any changes, to the signed agreement in the future it is your responsibility to inform the school in writing or by completing an updated form. You can do this at any time.

Awareness

Please note that by opting out of email communication system and / or the text messaging service school cannot be held responsible for missed events, updates and school information. Although paper copies of letters sent via the email system will be provided to those families who opt out; paper copies of additional reminders sent through texts and emails will not be made or provided.

Yours sincerely

Mrs J. M. Bayes
Head teacher

GDPR PARENT FORM

COMMUNICATIONS CONSENT FROM

Confirmation that you have read and understood the School Privacy Notice

Parent/Carer 1

I,, confirm that I have read this Privacy Notice. I understand:

- Archibald First School will process personal data in accordance with GDPR requirements
- How my data is processed and why
- My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so
- My personal data is retained in line with statutory requirements and/or organisational purposes
- My rights in relation to the processing of my personal data, and how I can exercise these rights

Name:

Signature:

Date:

Parent/Carer 2

I,, confirm that I have read this Privacy Notice. I understand:

- Archibald East First School will process personal data in accordance with GDPR requirements
- How my data is processed and why
- My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so
- My personal data is retained in line with statutory requirements and/or organisational purposes
- My rights in relation to the processing of my personal data, and how I can exercise these rights

Name:

Signature:

Date:

Communications from school

Text Messaging Service:

I/we give permission for Archibald First School to make contact via a text messaging service provider using the mobile number provided on the Pupil Information Form.

I/we understand that only 1 number per family can be used.

I/we understand that it my/our responsibility to provide the school with an up to date current mobile number for this service.

PLEASE NOTE THAT IF PERMISSION FOR TEXT MESSAGE COMMUNICATION IS NOT GIVEN YOU MAY MISS REMINDER TEXTS. IT IS YOUR RESPONSIBILITY TO CHECK DATES AND LETTERS ON THE SCHOOL WEBSITE, VIA THE EMAIL SYSTEM OR THE PAPER COPIES ISSUED AS APPLICABLE.

Signed: _____ Date: _____

Signed: _____ Date: _____

Email Communication System:

I/we give permission for Archibald First School to make contact via email using the email address I/we provide to the Email System Service (Currently ParentPay).

I/we understand that it my/our responsibility to maintain a current email address for this service.

PLEASE NOTE THAT IF PERMISSION FOR EMAIL COMMUNICATION IS NOT GIVEN PAPER COPIES OF MAIN LETTERS AND LETTERS REQUIRING A REPLY WILL BE GIVEN TO YOUR CHILD. ONLY 1 LETTER WILL BE ISSUED. SECOND COPIES WILL BE AVAILABLE ON THE WEBSITE.

Signed: _____ Date: _____

Signed: _____ Date: _____

To withdraw or change your consent preferences please inform the school, in writing or by submitting an updated form:

Mrs J M Bayes
Head Teacher
Archibald First School
Archibald Street
Newcastle upon Tyne
NE1 3EB