December 2018

**All Parents/Carers**

**CONSENT FORM**

**PUPIL PERSONAL DATA**

During a pupil’s time with us at Phoenix Academy, we will gather information about them, which we will use for various purposes. A Privacy Notice has been provide to you in relation to the use of this information, which is also available on the School Website Link

[**www.phoenix.attrust.org.uk/Academy**](http://www.phoenix.attrust.org.uk/Academy) **Life/Virtual Office**

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 place at the Academy. 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 we understand any concerns that you have any 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 we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

*Academy Staff and where necessary long term Supply Staff only will have access to any photographs or videos of pupils for the purpose of school displays, newsletters, pupil files and other in-school activities as required. All photographs and videos will be stored securely by the Academy.*

The Academy may provide photographs and videos to the media, or the Academy may be visited by the media who will take photographs and videos. When these have been submitted to or taken by the media, the Academy has no control over these.

**Pupil Name :**

**Date of Birth :**