

Haydon School



Wiltshire Lane, Eastcote
Pinner, Middlesex, HA5 2LX
Telephone: 020 8429 0005
Fax: 020 8868 2091
info@haydonschool.org.uk

Headteacher:
Mr R Jones BSc(Econ) MBA NPQH

Dear Parents

USE OF STUDENT PHOTOGRAPHIC IMAGES & CONSENT TO RECEIVE FUNDRAISING INFORMATION

From time to time there may be occasions when Haydon School would like to photograph and sometimes make video recordings of our students, so that we can promote and celebrate their achievements.

In order to comply with data protection legislation, the school is hereby asking you to confirm your consent to use the photographic images of our students for displays around the school, where they might be seen by visitors, as well as for publication in newsletters and brochures. Additionally, we are seeking your permission to take photographs and make video recordings of students and use them in notifications via social media pages (to include Twitter/Facebook/YouTube/LinkedIn) to share details of school events and activities.

We may display on the school site group or class photographs or footage with very general labels, such as 'a science lesson' or 'sporting event'. We may also display pictures of students and teachers that have been drawn by the students. The names of students will not be attached to those images. With your consent, we may use your son's/daughter's name in displays around the school.

We will not re-use any photograph or recording of students a year after your child leaves Haydon without seeking your permission. Historic photographs of former students will remain on the school website. You can ask to see images of your son/daughter held by the school. Please contact the school's Data Protection Officer (DPO) if you would like to make a request.

We will not share any images with any third party without contacting you and obtaining your explicit permission beforehand.

Please note that there are likely to be circumstances when we may use your son's/daughter's photograph for other purposes connected with the school where we do not require your consent because there is another legal reason which permits us to use photos or images of your son/daughter. For example, we keep a copy of the official school photo on our database so that we can correctly identify students. There may be other times we use your son's/daughter's photo or image for purposes connected with the school where we do not require your consent. Please refer to the school's Privacy Notice for Students (on the school's website) for detailed information concerning how we process information relating to our students.

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy



From time to time we may send you communications that may be of interest to you which may include information about school events, news, campaigns, appeals, and other fundraising activities. Therefore, we are seeking your consent to receive such information.

Occasionally, Haydon School may send you information relating to commercial offers. We are asking for your permission to send you such material.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options below, we will ensure that your son's/daughter's photo or a video is not used for those purposes if your son/daughter can be identified from it. It may be helpful to inform your son/daughter if you decide not to give consent for any of the options below. In some cases, we may take group photos of students and we may publish a photograph if we are satisfied that individual students cannot be identified from the image.

Please note that you can withdraw your consent at any time by contacting our DPO in writing.

If you withdraw consent for your son's/daughter's photo being used in any of the ways set out below, we will stop using in this way but we may still need to retain a copy of the photograph or image for other reasons, for example, where it is needed to perform our public task of providing education.

The 'Information Commissioner's Officer is the supervisory authority through which additional information on your data protection rights and students' data protection rights can be sought. Please visit the ICO on <https://www.ico.org.uk> for more information.

If you have any questions or wish to withdraw your consent, please contact our DPO, dpo@haydonschool.org.uk, DPO, Haydon School, Wiltshire Lane, Pinner, Middlesex, HA5 2LX.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robert Jones', written in a cursive style.

R W Jones
Headteacher

USE OF STUDENT PHOTOGRAPHIC IMAGES & CONSENT TO RECEIVE FUNDRAISING INFORMATION

PROVIDING YOUR CONSENT

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** use your personal information for the options that you provide consent for.

Student Information:

First Name: _____ **Form Group:** _____
(If known)

Surname: _____

	Yes	No
I give permission for my son's/daughter's image and name to be used on display boards in and around the school site	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my son's/daughter's image to be used on the school website	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my son's/daughter's image to be used in printed publications	<input type="checkbox"/>	<input type="checkbox"/>
I give permission to use my son's/daughter's image in notifications via social media (to include Twitter/Facebook/YouTube/LinkedIn) to share details of school events and activities	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my son's/daughter's image to be used in wider, electronic publications used for marketing purposes	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my son/daughter to have an annual whole school photograph, Sixth Form photograph and annual registration group photograph taken	<input type="checkbox"/>	<input type="checkbox"/>
I understand that printed/digital photographs of my son/daughter can be purchased by the parents	<input type="checkbox"/>	<input type="checkbox"/>
I do not want my son's/daughter's image to be used in any marketing publicity produced by the school or any displays on or around the school site	<input type="checkbox"/>	<input type="checkbox"/>
I provide consent to receiving communications which may include information about school events or activities, news, campaigns, appeals, and other fundraising activities	<input type="checkbox"/>	<input type="checkbox"/>
I give consent to receiving information relating to commercial offers	<input type="checkbox"/>	<input type="checkbox"/>

My decision on whether to give consent will remain valid throughout my son's/daughter's time at Haydon, unless I notify the school to the contrary in writing.

I _____ (name) am the parent/carer of _____ (name) and I confirm that I have read and understood the School's letter about consent and I have selected from the above options whether I do or do not give consent for my son's/daughter's photograph or image to be used in the various ways set out above. I also confirm that I have selected relevant options with regards to receiving marketing information:

PRINT NAME: _____

SIGNATURE OF PARENT: _____ **DATE:** _____