



Our Ref: THO/JWO

19th September, 2018

Dear Parents/Carers,

As I am sure you are all aware, the General Data Protection Regulation (GDPR) has now replaced the Data Protection Act 1998. The General Data Protection Regulation (GDPR) requires public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data. It also introduces new individual rights relating to personal data, such as the right to erasure or the right to rectification.

Due to this, it is important that we keep comprehensive and up to date records on our students and their contact information. This is particularly essential in times of an emergency or where a school wide message requires your attention.

Please assist us by completing the enclosed data collection pack by only updating sections of the form where your details/information has changed and ask your child to hand it back into their Form Teacher by Tuesday, 25th September, 2018.

General Data Protection Regulation (GDPR) – May 2018

Irlam & Cadishead College collects and processes personal data. Personal data is any information that can lead to the identification of a specific individual.

Data we collect relates to various groups of data subjects (ie individuals) including parents, carers, students, siblings, our employees, volunteers and others involved in the life of the Academy.

The Academy's primary legal basis for processing personal data is Public Task. Data is collected for a variety of purposes including our legal and educational obligations, as well as statistical reporting. Some personal information we process is required to meet these obligations, whilst other information we process requires the specific consent of the individual and is optional and these circumstances are clearly indicated where relevant.

Irlam & Cadishead College is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, open and transparent way.

Note: It is essential that these forms are completed and returned to your child's Form Teacher by Tuesday, 25th September, 2018.



Photography and Video Recording

At various times we take photographs of students who attend Irlam & Cadishead College for display in school, on our website, in our prospectus/newsletter and on Twitter. At times we may also have a Press Team (newspaper publisher/news channels) for display externally on their website, on the TV and on their Twitter/Facebook accounts. We really value using photos of students, both to be able to showcase what they do in school and to show what Academy life is like to others. You have the right to withdraw consent at any time by contacting the Academy.

Please complete this section with your child and return to your child's Form Teacher by Tuesday, 25th September, 2018.

By ticking the below boxes, you consent to;

	Parent Tick	Student Tick
Yes, I am happy for the Academy to take photos of my child		
Yes, I am happy for photos to be used on the Academy website		
Yes, I am happy for photos of my child to be used in the prospectus		
Yes, I am happy for photos of my child to be used in internal displays		
Yes, I am happy for photos of my child to be used on Twitter		
Yes, I am happy for photos of my child to be used on Facebook		
Yes, I am happy for 3 rd party companies to take photos of my child		
Yes, I am happy for 3 rd party companies to publish photos in the newspaper		
Yes, I am happy for 3 rd party companies to publish photos on their Twitter		
Yes, I am happy for 3 rd party companies to publish photos on their Facebook		
Yes, I am happy for my child to appear on TV through 3 rd party companies		

Student Name _____ Form Group _____

Signature: _____ Parent/Guardian Date: _____

Signature: _____ Student Date: _____



Academy Marketing & Communications

We would like to send you communications periodically about events, to discuss your child at the Academy, and activities that form part of the extended wider life of the Academy community. This may include fundraising appeals, information about events and promotional activities etc. If you would like to receive such communication, please indicate which forms of communication you are happy to receive.

Please tick the relevant boxes then sign in the areas provided below. Irlam & Cadishead College will not use this information for other purposes or pass this information to other organisations without seeking further permission from you, or unless we are legally required to do so. This consent will last for one calendar year from the date you sign this letter. You have the right to withdraw consent at any time by contacting the Academy.

Please complete this section with your child and return to your child's Form Teacher by Tuesday, 25th September, 2018.

	Parent Tick	Student Tick
Yes, I would like to receive a Termly Academy Newsletter		
Yes, I would like to be contacted by phone (excluding emergencies)		
Yes, I would like to be contacted by email		
Yes, I would like to be contacted the Academy Text Messaging system		
Yes, I would like to be contacted by post		

Student Name _____ Form Group _____

Signature: _____ Parent/Guardian Date: _____

Signature: _____ Student Date: _____

Yours faithfully,

Ms T Holdsworth,
Acting Principal