



METROPOLITAN BOROUGH OF CALDERDALE

## Woodhouse Primary School

Daisy Road, Brighouse, West Yorkshire HD6 3SX

Tel : 01484 714750

Email: [admin@woodhouse.calderdale.sch.uk](mailto:admin@woodhouse.calderdale.sch.uk)

[www.woodhouse.calderdale.sch.uk](http://www.woodhouse.calderdale.sch.uk)

*Headteacher: Mrs Lynn Daveney*

*Deputy Headteacher: Mrs Anne Crane*

25<sup>th</sup> May 2018

Dear Parent / Carer

As you are probably aware, UK & EU data protection and privacy laws are changing and individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

In light of the new legislation, we have amended our privacy notice and this is available to view on the school website. It explains how we collect, store and use personal data about pupils.

As part of school activities we often take photographs and record images of individuals within our school. **There is no intention to change how we do this** but it is now necessary to obtain written consent from parents/carers for photographs and videos to be taken of their child. Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters
- Outside of school by external agencies such as the school photographer and newspapers
- Online on our school website

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video from the school system and not distribute it further.

When using photographs and videos in this way, we will not accompany them with any other personal information about your child to ensure they cannot be identified.

If you agree to your child's image being included, please sign and return the attached slip by Friday 8<sup>th</sup> June 2018. If you do not return the form, it will not be possible for any images of your child to appear on display and no further images will be taken.

Your co-operation in this matter is very much appreciated.

Yours sincerely

Mrs Lynn Daveney  
Headteacher



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**Deputy Headteacher: Mrs Anne Crane**

## Parental Consent Form

*(This will cover your child from June 2018 until they leave Woodhouse Primary School).*

I *do/ do not* give my consent for my child to be included in photographs/ videos for publication, such as school displays and publications, the website and newspapers.

I understand the information given above will be kept on file and will not change unless I write to the school and withdraw my consent.

Signed ..... Parent/Carer of .....

Date: .....