General Consent for Pupils

FROM NOVEMBER 2026

Aquinas Church of England Education Trust

Policy control			
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Suite	Data Protection		
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V1	08/10/24	MCA	Placed in new house style using the school bus template
V2	10/11/26	MCA	No Changes

Template

Data Protection General Consent Form for Pupils

This consent form is for pupils registered at **Rye Community Primary School** (the Academy) part of **AQUINAS Church of England Education Trust** (the Trust).

This form explains the reasons why and how the Trust and Academy may wish to use personal data of your child, including images and videos, in Trust and Academy publications, marketing material (including digital), websites and third party online educational platforms. Please read the form thoroughly and confirm if you give your consent as appropriate.

Name of parent:	
Name of pupil:	
Year:	

Why do we need your consent?

The Academy collects a lot of data and information about pupils attending the Academy so that it can run effectively as a school and safeguard pupils and so the Trust can meet its responsibilities as the admission authority. For most personal data collected or created by us about your child and processed by us (including images and videos), we do not require your consent as the data protection legislation provides us with a legal basis to do so. Please see the Trust's data protection policy for more information about our legal basis for processing personal data. A copy can be accessed at https://www.aquinastrust.org/Policies/

Our privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have in relation to the personal data and information collected. We also have a privacy notice written in child-friendly language, to aid pupils' understanding of their rights in relation to their data. A copy of this can be accessed at https://www.aquinastrust.org/Privacy-at-Aquinas/

However, we do need your consent for the use of your child's personal data (including images and videos) where such use does not strictly fall within the remit of running our schools and educating and safeguarding pupils. Such use being the inclusion of your child's personal data (including images and videos) in:

- Trust and Academy publications.
- Trust and Academy social media accounts such as X formerly known as Twitter, Facebook and Instagram.
- Academy visual displays.
- Academy productions.
- Marketing material (including digital).
- Trust and Academy websites.
- Third party online educational platforms.

Without your consent, we will not use your child's personal data (including images and videos) for these purposes. Similarly, if there are only certain conditions under which you would like your child's personal data (including images and videos) to be used, the Academy will abide by the conditions you outline in this form. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

Why do we use personal data of pupils including images and videos?

The Academy may create and/or use existing personal data of pupils as part of displays to celebrate school life and pupils' achievements; to promote the Trust and the Academy on social media and on our websites; and for other publicity purposes in printed publications, such as newspapers. In addition, personal data may be used in printed publications such as the newsletters to acknowledge pupil achievements or participation in events. The pupil's personal data used can include name, images and video, name of the Academy, age and year group.

Where we use images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

Who else uses images and videos of Pupils?

It is common that the Academy is visited by representatives of the Trust, local media and press, who may take images or videos of school events, such as sports days and school plays. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or on approved websites.

The following organisations may also use images and videos of your children:

- The Bromley Newshopper and other local newspapers.
- The Rochester Diocese

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- It is your responsibility to inform the Academy, in writing, if you wish to withdraw or amend the consent.
- The Academy will not use the personal details or full names of any pupil in an image or video, on our website, social media, in our school prospectuses or any other printed publications.
- The Academy will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, social media, in our school prospectuses or any other printed publications.
- The Academy may use group or class images or videos with general labels, e.g. 'sports day'.

- The Academy will **only** use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The Academy will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use your child's personal data including images and videos for the reasons set out in this form if we have received this form back from you. Please therefore return this form to **the school office** so that we can update our records about whether you give your consent.

The Academy will **only** publish personal data including images and videos of your child for the conditions that you provide consent for.

I provide consent to:	**Yes**	**No**
Using personal data (including images and videos) of my child on the school website.		
Using personal data (including images and videos) of my child on school display boards including hand-drawn images		
Using personal data (including images and videos) of my child on the screen in the main school reception		
Using personal data (including images and videos) of my child whilst taking part in school plays, nativities, class worships, church service		
Using personal data (including images and videos) of my child whilst taking part in the school sports day and school sporting events		
Using personal data (including images and videos) of my child whilst taking part in school trips and visits, school journey, visiting workshops		
Using personal data (including images and videos) of my child in school brochures, newsletters and other school publications for publicity purposes and in celebration of school life		
Using personal data (including images and videos) of my child on social media, including the following: **[**Delete and/or add as appropriate] • Facebook • Instagram • LinkedIn		
The local media using images of my child to publicise school events and activities (**only** including the organisations outlined above).		
The local media using personal data (including images and videos) of my child to publicise school events and activities (**only** including the organisations outlined above).		

Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: • Name • Class • Roll number		
Using personal data (including images and videos) of my child online learning platforms – [insert]		

Refreshing your consent

Consent will also be refreshed where any changes to circumstances occur; this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect personal data (including images or videos) of your child that has already been used, shared or published in the manner for which consent has been previously provided, prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why the Trust and the Academy uses personal data (including images and videos) of my child.
- Which other organisations may use personal data (including images and videos) of my child.

- The conditions under which the Academy uses personal data (including images and videos) of my child.
- I can choose whether or not to give my consent, and the Academy will use personal data (including images and videos) of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact Miss Fran Brassleay at office@ryeprimary.co.uk or the Trust's Data Protection Officer, Mary Capon, at info@aquinastrust.org .