



## Data Permission Form (May 2018)

A school is considered to be a public body and it is obviously in the public interest that schools operate and educate children. Accordingly, for all the common tasks carried out by schools we do not need to ask for the consent but rather we can use 'public interest' as our legal basis for processing the appropriate personal data. This covers our use of personal data for all the everyday tasks within schools, for example;

- storing personal assessment data about our pupils,
- recording school cash office payments,
- sharing class lists with adults running after school clubs/carrying out reading volunteer duties,
- keeping parental contacts,
- sharing pupil's names and dates of birth with East Kent Sports Partnership to enable children to participate in competitions,
- providing class lists with the fundraising group for events, such as school discos,
- sharing class lists and records of achievements with swimming teachers,
- completing the annual census requirements etc.

**However, there are some situations in which we need to gain consent from parents and carers, to use and share personal data, particularly pupils' data. We have listed these situations below.**

Child's / Children's name(s):

Year Group(s):

**To comply with the General Data Protection Regulations 2018, we need your permission before we can share any personal data, including children's names.**

### PLEASE CIRCLE YES OR NO FOR EACH QUESTION

YES	NO	I give permission for my child's full name within a class list to be shared with parents of the same class as my child, for reasons such as Christmas card lists.
YES	NO	I give permission for my child's name and parent contact details (mobile numbers and email addresses) to be shared with <b>instrumental music teachers</b> as necessary
YES	NO	I give permission for my name and mobile number to be shared with <b>Chartwells Catering</b> in order to manage dinner monies paid / due.
YES	NO	I give permission for a SchoolCashOffice spreadsheet containing my name and amount paid for a fundraising event to be shared with the <b>Fundraising Group</b> in order for them to organise events. Please note, these details will only be shared with a limited number of group members.
YES	NO	I give permission for my name and email address to be shared with the <b>Fundraising Group</b> in order for them to organise events. Please note, these details will only be shared with a limited number of group members.

Signed:

Parent name:

Date:

*You have the right to change your mind and give / withdraw permission at any time. If you wish to do so, please contact either the headteacher, Miss Fenn, directly via email [headteacher@ethelbert-road.kent.sch.uk](mailto:headteacher@ethelbert-road.kent.sch.uk) or speak to a member of the school office staff.*