

**Annan School**

**Data Protection Policy  
and  
Website Privacy Policy**

**Version: 01/26**

**Effective Date: January 2026**

**Reviewed by: Lucie Hunter**

**Reviewed on: 24/01/26**

# DATA PROTECTION POLICY

## Introduction

Annan School is committed to protecting the personal data of all individuals with whom we interact, including pupils, staff, parents, and other members of the school community.

As such, this policy outlines the measures the school will put in place to ensure the protection of all personal and sensitive data about staff, pupils, parents and other individuals. This policy outlines our approach to data protection so that all collection, storage and processing of data, whether digital or on paper, is carried out in accordance with the **UK General Data Protection Regulation (GDPR)** and **Data Protection Act (DPA) 2018**. This policy is based on guidance published by the **Information Commissioner's Office (ICO)**. For the purposes of ICO requirements, this Policy serves as the school's *Record of Processing Activities (ROPA)*.

It is important that individuals read this policy to ensure they are aware of the nature of the information that the School holds about individuals and reasons why the School needs to process this information, and to ensure they understand their responsibilities when dealing with information about others. Any breach of this policy will be taken seriously.

This policy must be complied with not only by staff and pupils, but also by individuals working in the School in other capacities, such as peripatetic music teachers, therapists, and other outside agencies who have access to information held by the school.

The policy impacts on a variety of people and the types of information that the School may be required to handle includes details of (not an exhaustive list):

- current, past, and future pupils
- parents of these pupils
- individual contacts at Local Authorities and other agencies or government departments
- current, past, and prospective staff
- other individuals with whom we communicate

The individuals whose personal information the School processes must be told who the data controller is, who the data controller's representative is (the Data Protection Officer), the purpose for which the data is to be processed by the School, and the identities of anyone to whom the data may be disclosed or transferred.

This policy should be read in conjunction with **E-Safety and ICT Acceptable Use Policy**.

## Website Privacy Policy

In addition, the school has a **Website Privacy Policy**. This can be found in **Appendix 1** of this Policy.

## Data Controller

The Data Controller is Annan School Ltd

## Data Protection Officer (DPO)

The School has appointed a Data Protection Officer to oversee our compliance with data protection laws, to ensure staff and others are aware of our Data Policy and to act as a point of contact for individuals who have any questions or concerns about their personal data. The DPO also oversees any potential data breaches and ensures that any necessary investigations are undertaken. Serious breaches will be reported to the ICO.

The named Data Protection Officer is Mark Hunter [markhunter@annanschool.co.uk](mailto:markhunter@annanschool.co.uk)

While the Data Protection Officer has overall responsibility for ensuring compliance, it is important to note that it is the responsibility of every member of staff and others who processes personal data on behalf of the School to comply with the UK GDPR and Data Protection Act 2018 and this policy.

### **Purpose for which data is being processed by the School**

We collect and process personal data for the following purposes:

- enrolling and educating pupils
- managing and supporting staff
- communicating with parents and other members of the school community
- fulfilling legal and regulatory requirements
- improving our services and operations

We only collect and process the personal data that is necessary for these purposes, and we do so in a fair, transparent, and lawful manner.

The School and any person or staff member who processes personal data on behalf of the School will:

- only process personal data in an appropriate way, for the purposes specified in this policy
- only collect personal data that is adequate, relevant, and not excessive for the purposes specified
- keep personal data accurate and up-to-date
- keep personal data only as long as is necessary for the purpose
- process personal data in accordance with the rights of the people who are the subject of the data
- keep the personal data secure and adopt technical and organisational measures to prevent:
  - unauthorised or unlawful processing of personal data
  - accidental loss or destruction of, or damage to, personal data

### **Personal Data**

Personal data covers both facts and opinions about an individual. It includes any information which relates to or can identify an individual. It relates to data held on computers or held manually in files.

The School processes a wide range of personal data of pupils, their parents, staff and others, in order for it to function efficiently. This personal data may include (but is not limited to): names and addresses; email addresses; telephone numbers; academic, admissions and attendance records; special educational needs and disabilities; photographs and videos; assessment information and reports.

Pupil and staff records may include **sensitive personal data** such as medical information, sickness and absence records, bank details, references, appraisals and data relating to sexuality, religion, race and specific DBS data which may include criminal records and proceedings.

### **Confidentiality**

Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or where the sharing of relevant or necessary information has been made clear in this policy or other related policies including:

- Admissions Policy
- Attendance Policy
- Children Missing Education Policy

- E-Safety and ICT Acceptable Use Policy
- Medicines and Medical Conditions Policy
- Safeguarding and Child Protection Policy
- Special Education Needs and Disabilities Policy

- **Regulatory/Statutory bodies**

The school may be required to share data with Regulatory or other Statutory bodies, e.g. government agencies or healthcare. Before sharing personal data with regulatory or other bodies requesting access, the DPO will verify the identity of the body and the need or statutory duty to share personal data with them. Only when satisfied with the response will the school share any personal data. For example, safeguarding information being made available to the local authority SPOA team as part of a concern raised in accordance with the school's Safeguarding and Child Protection Policy.

- **Suppliers or Subcontractors Requiring Access to Personal Data**

The DPO will assess all suppliers and subcontractors' need to access personal data. Access will be restricted to only necessary personal data. For example, dietary and allergy information may be given to the catering contractor to ensure they exercise a duty of care to pupils with dietary/allergy needs.

All suppliers and subcontractors requiring access to personal data will read and follow the school Data Protection policy.

- **The Police**

The police may request access to data with a relevant warrant or other order from a court.

- **Schools or settings that the pupils attend after leaving us**

We share pupil records which contain personal data with schools or settings that the pupils attend after leaving us. We also have a duty to inform the local authority at phase transitions and in connection with Children Missing Education (CME). Details of the pupil records that are shared can be found in the **Admissions Policy** and the **Children Missing Education Policy**.

## **Providing Information**

Any member of staff dealing with enquiries should be careful about disclosing any personal information held by the School. In particular, staff will:

- check to make sure that information is only given to a person who is entitled to it;
- If the enquiry is via telephone, request that the caller puts their request in writing unless they are certain of a caller's identity and the person's right to the information;
- refer to the Data Protection Officer for assistance if there is any uncertainty.

When using email, staff will follow the procedure in **Appendix 2 - Telephone numbers and email addresses**.

## **Data Security**

We take appropriate technical and organisational measures to protect personal data from unauthorised access, alteration, disclosure, or destruction. We also regularly review and update our security measures to ensure that they remain effective.

### **Management Information Systems and use of MS Teams**

Some of the personal information described above is kept electronically on the school's Management Information System (provided by AIMS) and MS Teams, in order to facilitate the more efficient keeping and processing of the information.

The School puts in place security measures to ensure the confidentiality of the information held on these systems. All security measures are regularly reviewed.

When saving files, the file/document name **must** contain the **first name and surname** of the person to which the file/document relates. This is to avoid mistakes when only the first name or 'initials' are used to identify a file or document. When sending documents out by email, the sender should open each document once attached to ensure they relate to the correct person, before sending.

### **Other Means of Storage**

Personal data is also held in other means of storage such as paper files and records. Files and records which contain sensitive personal data will be stored securely.

- **Paper records**  
All paper records stored on site will be kept in a secure and locked location. Only those authorised to access the records will be granted access to the storage location.
- **School Portable electronic devices (e.g. laptops)**  
All laptops and PCs provided by the school will be password protected. Staff will be required to 'lock' their laptop or PC (requiring the screen to be re-opened with a password) when leaving them unattended at any time.  
Any other portable electronic devices or data storage devices used in school must be password protected.
- **Personal laptops**  
Teachers and other staff will not use personal laptops to access/upload school data to MS Teams or access the school AIMS database system (see also **Staff Remote Working** below). Exceptions can be made, in consultation with the Filtering and Monitoring Lead, Lucie Hunter based on factors including, who has shared access to the laptop, anti-virus software.
- **Mobile phones**  
Teachers and other staff may use personal mobile phones to access MS Teams and emails. Mobile phones must be securely protected (password/fingerprint/facial recognition etc). Staff **MUST** advise the school as soon as possible if their phone is lost or stolen so that their Microsoft login can be changed. If staff have any concerns that their phone may have been accessed without permission (i.e. hacking threats, unusual activity on their phone or suspicious emails to or from their school email account) they should immediately inform the school.
- **Paperwork containing personal data Paper Records Containing Personal Data**  
Paper records that contain personal data must not be left unattended or on view, unless there is a clear and agreed reason to do so.  
Teachers and other school staff must ensure that paper records containing personal data are stored securely so that access is limited to authorised staff only.  
Parents are asked in the *Annan School GDPR Agreement (Appendix 4)* to give permission for their child's dietary requirements to be shared with catering staff and displayed in food preparation areas where necessary. This information will be limited to the minimum required: the child's first name (and last initial if needed), class, and dietary requirements.  
In some circumstances, emergency medical information may need to be kept in an easily accessible location (for example, with an EpiPen or on an emergency medication information sheet). This will only be done where the benefit of quick access in an emergency outweighs the need for the information to be kept out of sight. This arrangement is agreed with parents through the Annan School GDPR Parent Agreement (Appendix 4).  
Any paper records that are no longer required or have been replaced must be securely shredded (see Disposal of Data).  
Wherever possible, paper records containing personal data must not be taken off the school premises, including on school trips.

### **Staff Working at home (or other remote working)**

For remote working to comply with GDPR, Annan School implements the following procedures:

- Teachers will only use their **school laptops** when working remotely (i.e. at home) on any personal/sensitive data and/or to access the school's on-line data files (i.e. MS Teams or AIMS). Exceptions can be made, in consultation with the Filtering and Monitoring Lead, Lucie Hunter based on factors including, who has shared access to the laptop, anti-virus software.
- School laptops will have up-to-date antivirus software installed to prevent any malicious or unauthorised access to school records, personal or sensitive data.
- Staff may use personal or home Wi-Fi networks but are not permitted to use public Wi-Fi when working remotely. Public Wi-Fi security is not always strong enough to prevent a data breach.
- USB stick will not be used to store or transport data. Where this is necessary staff should consult with the Filtering and Monitoring Lead, Lucie Hunter.

## **Disposal of Data**

The school will always ensure that records containing personal and/or sensitive data are disposed of safely and securely.

Paper records, which are no longer required, will be shredded, either on site, or through an approved third-party disposal service. When using a third party, the school will ensure that the company is registered for secure disposal.

Any digital records containing personal data will be deleted using the internal erasure procedure of the relevant software.

When re-purposing equipment that may contain personal data (i.e. laptops), the school will use a file-wiping utility, which prevents possible retrieval, to remove the personal data.

When disposing of laptops/PCs and other data storage devices, the school will use an approved third-party disposal service.

## **Data Retention**

We retain personal data for as long as necessary to fulfil the purposes for which it was collected and processed, and as required by law. We follow the DfE's guidance [Data Protection in Schools](#) with regard to [Data Retention](#). We use the schedule contained in the **IRMS School Toolkit** which outlines the specific retention periods for different types of data.

### **Data Retention Schedule**

(<https://irms.org.uk/page/SchoolsToolkit>)

## **Data Access and Rectification**

Individuals have the right to request access to their personal data and to request that it be rectified if it is inaccurate or incomplete. We will respond to such requests within one month, unless the request is particularly complex or we receive a high number of requests, in which case we may take up to the maximum allowed under the Data Protection Act 2018.

## **Data Subject Rights**

Individuals have the right to:

- request access to their personal data
- request rectification of their personal data
- request erasure of their personal data
- request restriction of processing of their personal data
- object to processing of their personal data
- request the transfer of their personal data (data portability)
- withdraw their consent to the processing of their personal data at any time

In some circumstances a request to restrict or withdraw consent to the processing of personal data may result in the school being unable to carry out its function to efficiently educate a pupil at the school, resulting in the parent being advised that the pupil will need to be removed from the school, and taken off the school register. This would also be the case for an employee or others with which the school has a contractual relationship.

### **Accurate and Up-to-Date Information**

The School takes steps to keep the personal data it holds accurate and up-to-date.

- The school sends each parent a copy of the general data it holds about a pupil and contact details for parents and others with responsibility for the child, annually. Parents are requested to make any amendments to the data held and sign and return the data information sheet.
- Other data is also regularly reviewed and discussed with parents to ensure it is up-to-date and accurate. For example – annual review of a pupil’s Individual Healthcare Plan (IHP) for children who require regular medication or other healthcare support, regular review (usually termly) of Pupil Passports (Individual Education Plan IEP) for pupils who are receiving additional needs support, an annual review of a pupil’s Education and Healthcare Plan (EHCP), for children who have a statutory SEND plan.
- Parents are also asked to acknowledge and comment on the annual School Report for each pupil.

Employees must ensure they inform the school office if there are any changes to personal details.

### **Annan School GDPR Agreement**

Parents are required to complete a comprehensive GDPR agreement when they join the school. This includes documentary data as well as photographic images and video recordings.

Some of the permissions are ‘**necessary**’ permissions in order for the school to function. All parents have to agree to these ‘necessary’ permissions in order for their child to be at school.

The following are included under ‘necessary’ permissions. Staff therefore have permission to store and/or use data as follows:

- Child’s full names can be used on school workbooks, learning journeys and academic profiles;
- Child’s photographs can be used in learning journeys, children’s workbooks and in-classroom displays;
- Dietary restrictions, food intolerances and allergies can be shared with school caterers;
- Name, photograph and medical details can be recorded in an Individual Healthcare Plan (IHP) and in the easy access summary sheets for emergency use;
- Child’s photograph, contact details and other necessary data can be kept in the school’s central database system.

Other permissions are ‘**specific**’ permissions, and parents are required to confirm or deny permissions from a list, this includes:

- Newsletters
- In-school event posters and flyers
- In-house slide shows for parents’ events
- In house publications such as the school prospectus
- Promotional material
- Local/national press
- School website

- Social media
- Training Presentations to other practitioners and students.

Staff are provided with a **GDPR Photo Consents** spreadsheet showing the current permissions for pupils in the school. This is regularly updated by the Filtering and Monitoring Lead, Lucie Hunter.

Further information regarding GDPR permissions are given in the **Annan School GDPR Agreement**.

Photographs and video captured by parents for personal use do not fall under the scope of GDPR.

### **Protecting personal data, publishing child's images and work on the school website and newsletter**

- Personal data will be recorded, processed, transferred and made available according to the UK GDPR - General Data Protection Regulation.
- The school will maintain an up-to-date GDPR register of individual GDPR preferences for each child.
- The school will appoint a member of staff with overall responsibility to comply with the GDPR permissions. The current post holder is Lucie Hunter.
- Photographs that include pupils will only be allowed to appear on-line (i.e. the school website) in line with individual GDPR permissions.
- A child's full name will not be used anywhere on a school website or other on-line space, particularly in association with photographs.
- Parents should be clearly informed of the school policy on image taking and publishing, this information appears on the Registration Form and the GDPR consent form.

### **Data Breaches**

All reasonable action will be taken to keep data handling and processing safe and secure within GDPR. However, should a data breach occur, the School will be prepared to handle any such breach in the manner outlined below. Potential data breaches within a school context could be the loss of a USB containing pupil assessment data or an email containing sensitive personal data sent to an incorrect email address.

#### **Procedure for Handling a Data Breach**

- Any potential or confirmed data breach must be reported in the first instance to the DPO.
- The DPO will request that a data breach log is completed (**Appendix 3**). The log will include the cause of the data breach and any facts surrounding the breach.
- The DPO will investigate the data breach further to assess the severity of the breach.
- Once the assessment has been made the outcome will be recorded by the DPO on the data breach log, the effects of the breach and the action taken to minimise risk and prevent a repeat occurrence. The DPO will assess whether the breach does or does not need reporting to the ICO.
- If the DPO determines that the data breach poses a significant threat to the data subject(s), they will report the breach to the ICO within 72 hours.
- The DPO will attempt to minimise the impact of the breach, for example by sending a 'recall email' request in the case of an incorrect email being sent.
- Upon receiving the ICO report, the DPO will act upon the ICO's recommendation.

### **Enforcement**

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the GDPR, they should contact the Data Protection Officer at the school with full details of their concerns.

### **Monitoring and review**

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures, statutory guidelines and in accordance with the school's policy review schedule.

## Appendix 1

### WEBSITE PRIVACY POLICY

Your privacy is important to us. To protect your privacy we provide this notice explaining our online information practices.

This policy applies between you, the user of this website, and Annan School Ltd, the owner and provider of this website. This policy applies to our use of any and all data collected by us in relation to your use of the website and any requests you make using this website.

#### INTRODUCTION

This privacy notice outlines how we collect store and use of personal data gathered on our website.

#### HOW WE COLLECT YOUR INFORMATION

When someone visits our website, we collect standard internet log information and details of visitor behaviour patterns. This information is usually collected by using a small text file called a cookie, it provides statistical data and does not identify any individual. We also collect information submitted through our website via forms and other communications.

#### WHAT INFORMATION WE COLLECT

- We collect the information you give us, for example, on a form for an Open Day event. This can consist of personal information such as your name, email address, postal address, telephone or mobile number, number of children, their ages and names.
- Cookies. This website does not store any information that would, on its own, allow us to identify individual users. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. By using this site, you are agreeing to these terms.

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies to help us analyse how visitors use the site in the aggregate. It does not collect personally identifiable information and does not track your movements between different websites

More details about the purpose of these cookies can be found here:

<https://policies.google.com/technologies/types?hl=en-US>

You may opt out of Google Analytics on all websites please see the guidance here:

<https://policies.google.com/technologies/managing?hl=en-US>

#### HOW WE MAY USE THE INFORMATION WE COLLECT

The School needs personal information to successfully manage and fulfil your information requests. We may use your information to:

- contact you in relation to any service you have requested, such as an open day or call back
- deal with your enquiries, comments or complaints you contact us about
- send information regarding the School's admissions process and other services that are relevant to your child

- administer our website, for internal purposes, troubleshooting, data analysis, testing, research, statistical and survey purposes

## SHARING YOUR INFORMATION WITH OTHERS

- We will not pass your information to any third parties and will keep your information confidential except where disclosure is required for legal reasons. If at any time you no longer wish to receive marketing correspondence from us please contact us.
- Our site contains links to and from other sites, these sites have their own privacy policies please check them before you submit any personal data.

## HOW LONG WE KEEP YOUR INFORMATION FOR

- How long information is stored depends on whether your child becomes a pupil at Annan School. Once on the school register, information regarding pupils is stored in accordance with the school's GDPR and record retention policies.
- Otherwise information will only be stored for as long as necessary to manage and fulfil your request, up to a maximum of two years. After which time it will be removed from the school's data files.

## YOUR RIGHTS

- You have various rights under Data Protection Law to access and understand the personal data held about you by the School, and in some cases you can ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it, subject to certain exemptions and limitations. The School GDPR policy explains your rights in more detail.
- If you wish to access or amend your data, please put your request in writing to the Data Controller at [office@annanschool.co.uk](mailto:office@annanschool.co.uk) or write to Annan School, Lewes Road, Framfield, Uckfield, TN22 5RE.

## CONTACT AND COMPLAINTS

- If you have any comments or concerns about how we process your data please contact our Data Controller at [office@annanschool.co.uk](mailto:office@annanschool.co.uk). If you are not satisfied with the outcome, or how we deal with your complaint, you can contact the Information Commissioner: [www.ico.org.uk](http://www.ico.org.uk).

## THIS NOTICE

The School will update this Website Privacy Notice from time to time.  
This version of the policy was reviewed and updated 25 January 2026.

## Appendix 2

### Telephone numbers and email addresses

Like other personal data, telephone numbers and email addresses are confidential data. It is important that these should not be shared with parents. This applies to both parent and staff mobile phone numbers and personal email addresses.

The following guidelines are for staff working in the school. They do not apply to peripatetic music teachers as they do not have school email accounts or access to the AIMS database. However the general principles should be followed to keep parents' emails confidential.

### Emailing individual parents

When emailing an individual parent, staff should ensure the following:

- Staff must ensure they are using their **school email address**;
- If staff need to copy in another member of staff, they must use their **school email address** in the 'CC' address line of the email;
- When replying to a parent, staff may 'CC' the other parent of the child, but **ONLY** when replying to an email received **which shows both parents' email addresses**. This would give 'implied' permission that their email address can be shared. Some parents may be estranged from their former partner and not give permission for their email address or reply to be shared with them.
- When sending a new email to a parent about matter which could contain 'personal data' – i.e. attendance, SEND support, etc, staff should check on the 'notes' section (on AIMS adjacent to parents' email addresses) before adding a 'CC' to the child's other parent to ensure there are no communication restrictions. If there is any uncertainty, staff should check with the office or the DPO.
- It would be considered good practice to work on the assumption that if parents are living at separate home addresses, that their emails should be sent separately too. Office staff may set up different protocols as necessary in particular circumstances (i.e. invoices etc).
- You should not reply to a group of parents by email (which has individual addresses visible in the address line or the 'CC' line), even if a 'group' email has been received showing individual email addresses. If you wish to send or reply to a group email this must be done through the office using the **Group email procedure** below.

### Group email procedure

When sending an email to **a group of parents**, the following procedure must be followed:

All group emails to parents should be sent from the office email account

(office@annanschool.co.uk) or from a member of the Senior Leadership Team (SLT).

- The email should be addressed to office@annanschool.co.uk
- or to the SLT member's own email address. All parent email addresses must only appear in the BCC line.

- Before sending, the sender should have another member of staff check that all recipients are only in the BCC line.
- If this is not possible, the sender must double-check using another form of verification (for example, a screenshot).When sending an email to a group of parents the following procedure should be followed:

## Appendix 3

### Annan School Data Breach Log Form (on-line form)

For completion by person reporting the breach:

|  |  |
|--|--|
| <b>Date of breach</b>  |  |
| <b>Date breach was discovered</b>  |  |
| <b>Cause of breach</b>   |  |
| <b>Description of the breach</b><br>What happened?<br>Who is involved?<br>Other facts: |  |
| <b>Breach reported by</b>  |  |
| <b>Date reported</b>   |  |

For completion by DPO:

|  |  |
|--|--|
| <b>All data subjects informed?</b>               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Remedial action</b>                           |  |
| <b>Reported to ICO?</b>                          | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Date reported to ICO</b><br>(If reported)     |  |
| <b>ICO Report received by</b><br>(if reported)   |  |
| <b>Further action/follow-up</b><br>(if required) |  |



## Annan School GDPR Agreement

### Data Protection Permissions:

*These are specific permissions which we are required to have your permission for under GDPR regulations. Below we need your signed consent for these necessary permissions.*

#### **Necessary Permissions**

- I give permission for parent/guardian names/email address and contact details to be used for communications from the school and stored in our central database system.
- I give permission for my child's full name to be used on school workbooks, learning journeys and academic profiles.
- I give permission for my child's name and dietary restrictions / intolerances / allergies to be included in a list of school dietary requirements and for this to be shared with our school lunch caterers.

Name of Child \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

*This consent will start from the date at which it is signed and will remain valid until consent has been withdrawn.*

### Photo Permissions:

At Annan School we regularly make recordings of the children and their work. We use these photographs, video, and audio recordings to promote our learning and values within school and sometimes to a wider audience on our school website or school social media accounts.

In any instance where we use photographs of individual children / group photographs / videos, we do not ever use the name of that child in the accompanying text or caption (without separate consent from parents/guardians).

Photographs may be used for a variety of purposes, for example:

- Recording significant milestones in development to be shared with parents/carers
- Aide memoires for learning experiences
- To act as prompts for visual or kinaesthetic learners
- To record group/ individual activities which cannot be captured in another way
- To record significant extra-curricular events such as educational field trips, school trips and residential trips
- To promote collaborative learning around the school

1

Updated 09/11/2022



- To illustrate the school's values
- To identify dietary/medical/allergy needs
- To celebrate progress and achievements
- To communicate and share with parents what is going on in school
- To promote our school to new families

To ensure safeguarding:

- No image of a child is ever accompanied with their name\*
- Parents/Guardians have the right to withdraw consent at any time. This must be made in writing to the principal.

***Necessary Photo Permissions:***

*These are specific permissions which we are required to have your permission for under GDPR regulations. Below we need your signed consent for these necessary permissions. These permissions relate to use of photos/videos where children's faces are visible/identifiable.*

- I give permission for my child's name, photograph, and medical details to be included in an Individual Healthcare Plan (IHP) if needed, and in the easy access medical profile information sheets for emergency use (e.g. long term medications, long term health conditions, allergies)
- I give permission for my child's photographs to be used in learning journeys and children's workbooks and in-classroom displays.
- I give permission for my child's photograph and details to be kept in our central database system.

*If you have any special circumstances whereby you need to discuss the necessary permissions, please contact the principal.*

Name of Child \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

*This consent will start from the date at which it is signed and will remain valid until consent has been withdrawn.*



**Specific Photo Permissions:**

Please find below other areas where photographs may be used by the school, for which we require your specific permission. Please give this a good read through and decide whether to opt in for each one. For each category we have included whether this is shared within school only or with a wider audience.

These permissions relate to use of photos/videos where children’s faces are visible/identifiable.

To ensure safeguarding:

- No image of a child would ever be accompanied with their name\*
- Parents/Guardians have the right to withdraw consent at any time. This must be made in writing to the principal.

I give my permission (circle) for photos/videos of my child to be used for:

|  |     |           |                   |    |
|--|-----|-----------|-------------------|----|
| <b>Class Newsletters</b> produced by class teacher (normally included in home-school diary).<br><i>Who: Parents of children in class and school team only.</i><br>No names included with photos.   | Yes | Ask First | Group Photos Only | No |
| <b>School Newsletter</b> produced in school by Lucie and Debby Hunter<br><i>Who: Parents of children in school and school team only.</i><br>No names included with photos.   | Yes | Ask First | Group Photos Only | No |
| <b>In-School Event Posters / Flyers for School Events.</b> E.g. Sports Day.<br><i>Who: Displayed or distributed within school only.</i><br>No names included with photos.  | Yes | Ask First | Group Photos Only | No |
| <b>In School, Parents Events / Information Evenings</b><br>e.g. Slide Show at <a href="#">parents</a> welcome events, end of term exhibitions, curriculum presentations. To celebrate and share what goes on in school.<br><i>Who: Displayed or distributed within school only</i> | Yes | Ask First | Group Photos Only | No |



|   |     |           |                   |    |
|---|-----|-----------|-------------------|----|
| No names included with photos.  |     |           |                   |    |
| <b>In-House Publications</b><br>e.g. Prospectus, Curriculum guide, Parent Handbook.<br>No names included with photos.   | Yes | Ask First | Group Photos Only | No |
| <b>School Promotional Material</b><br>e.g. banners, posters, flyers.<br><i>Who: For promoting our school to prospective parents/guardians.</i><br>No names included with photos.  | Yes | Ask First | Group Photos Only | No |
| <b>Local / National Press.</b> (Out of School Magazines / Newspapers e.g. Sussex Express). Occasionally our school may be visited by the local media/press to publicise an event or success within school; or we may take part in an event outside of school which is being covered by the media. E.g. Patina Parade* | Yes | Ask First | Group Photos Only | No |
| <b>Annan School Website</b> (Images non-downloadable).<br>No names included with photos.  | Yes | Ask First | Group Photos Only | No |
| <b>Social Media</b> e.g. Facebook, Instagram.<br><i>For celebrating and sharing what's going on in school for current parents and wider community.</i><br>No names included with photos.  | Yes | Ask First | Group Photos Only | No |
| <b>Training Presentations</b><br>e.g. CPD to demonstrate pedagogy at Annan to other practitioners.<br>No names included with photos.  | Yes | Ask First | Group Photos Only | No |



\*In the event of a press release we would seek separate consent from parents/guardians before names were included in the copy.

Name of Child \_\_\_\_\_

Name of  
Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

5  
Updated 09/11/2022