



Data Protection Statement regarding Personal Data Capture Forms

The information provided by you to St Mary's Primary School and Nursery Unit is required by us to ensure the health and safety of pupil's enrolled in St Mary's. Pupil data is an important factor in increasing pupil achievement and accessing appropriate support/funding for the school and pupils. When we process your personal information, for example, collect it on a form or store it in a file or on a computer, the school is obliged to comply with the General Data Protection Regulation (GDPR).

We will process your personal information on the legal basis that it is part of our duty to do so.

We will share the personal information you provide to us on this form with

- Department of Education
- Education Authority for Northern Ireland
- Northern Ireland Council for Curriculum Examinations and Assessments
- The Board of Governors
- Council for Catholic Maintained Schools
- Department of Health and Health & Social Care Trusts
- PSNI
- C2K School Management Information System

for the purposes of ensuring pupils' health and safety, assessment, access to services and as necessary for school funding requirements.

Your personal information will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notice for Parents for Pupils & Parents/Families/ Carers/Legal Guardians on our school website www.stmaryspsbellaghy.co.uk and we have hard copies available at our school office. Our Privacy Notice provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions or concerns.



CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families//legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (*newspaper and media companies will often use a full name and we will not seek further permission for this). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Parents/legal guardians of pupils under the age of 13 are required to complete this form on behalf of the pupil.

Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media account is only the school website.

We may continue to use your your child's image or footage after they have left the School in promotional materials or on our social media or website accounts.

We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.

We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.



CONSENT FORM FOR USE OF TEXT AND EMAIL DETAILS

This form explains the reasons why and how St Mary's may use your email address and mobile number for marketing which involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent for the use of your/your child's personal information for emails and text messages.

Without your consent we will not use your email address, for example, to send Monthly newsletters, send information regarding your child's progress (reports), text reminders.

St Mary's primary aim is to inform you of the events that are taking place during the school year and, if you wish to participate in them, how you can do so and to what benefit. We also use it to text reminders to parents about events/trips/dinner menu changes etc

CAN I WITHDRAW MY CONSENT IF I CHANGE MY MIND?

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result.

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