



Headteacher: **Mr A Daly BA NPQH** Patron: **His Grace the Archbishop of York**

Archbishop Holgate's School
Hull Road, York YO10 5ZA
T: 01904 411341
E: reception@archbishopholgates.org
W: www.archbishopholgates.org

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29 May 2018

Dear Parents/Guardians

On the 25th May new legislation replaces the Data Protection Act called GDPR (General Data Protection Regulation). The legislation relates directly to how the school collects, processes, stores and retains personal data. Personal data is any information relating to an identified or identifiable natural person. Eg Name, Photo, bio-metrics, academic data, behavioural patterns.

In order to ensure compliance with the GDPR, we must explain what we do with the data we collect and who we share this with. Please find attached our Privacy policy that does this.

There are also changes about how we gain consent for using personal data. ***I am therefore writing to ask that you complete the attached consent forms and return them to your child's form tutor by Friday 25th May.*** We are committed to ensuring you fully understand the consent you are giving and take every reasonable precaution to keep the data secure, relevant and updated. Please complete the following forms and return to school.

- Use of our Text/App system to aid communication.
- Use of our Biometric Cashless Catering system
- Our Images and videos parental consent form
- Our data sharing consent form
- Celebrating student success consent form

I would like to thank you in advance for taking the time to complete these forms. Please do note if you wish to change the consent you provide at any time, you can by writing to the school.

If you want to find out more about the GDPR and how the school is working to ensure its compliance, please visit our website at: or contact me at dfurniss@archbishopholgates.org or phone me on 01904 411341.

Yours faithfully

Daniel Furniss

Values, Care, Achievement



SCHOOL TEXT AND APP SYSTEM PARENTAL CONSENT FORM



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Archbishop Holgate's School

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Introduction

The school uses 'www.myedschoolapp.com/' to help communication between school and parents. We can send you messages (or if you do not wish to download the app, texts), to keep you informed of key events, key information and also items such as school closures due to adverse weather conditions. You can also access your child's latest attendance, academic results and the school calendar. You have the ability to leave messages, for example if your child is very ill and cannot attend school.

Providing your consent

We are asking for your consent to share yours and your child's personal details with 'RS Connect (the legal name for the company who runs MyEd), in order for MyEd to run the text system. For example they will need your name and phone number.

Name of pupil:	
Form:	
Date:	

	Yes	No
I am happy for Archbishop Holgate's School to share my personal data and the data of the student names in the school registration form provided in the school registration form with RS Connect. I understand that this data will be for the purpose of helping with communication between school and home. I understand I/we can withdraw this consent at any time in writing.		

Please complete for each parent who wishes to have access to the Schools text and APP system.

Name of parent:	
Signature:	
Date:	

Name of parent:	
Signature:	
Date:	

Name of parent:	
Signature:	
Date:	

Name of parent:	
Signature:	
Date:	

Withdrawing your consent

Parents/carers have the right to withdraw their consent at any time. Withdrawing your consent will result in you no longer receiving communication by text or the schools app.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

BIOMETRIC CASHLESS CATERING SYSTEM PARENTAL CONSENT FORM



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Introduction

Archbishops Holgate’s school operates a cashless catering system. This system allow the school to provide an efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb of your child at the revaluation pay-points and at the tills.

Any amount of money can be paid into a student’s account and any money spent on food and drink will be deducted on a daily basis. There are two payment options available to you – online payments and coin/note payments at the revaluation pay-points (of which there are two in School).

A daily ‘spend limit’ of five pounds will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the Finance Department, at the school. All students and staff will be given training on how to use the system.

How does a Biometric System work?

The information of a pupil or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is credited the pupil or staff member places their finger/thumb on the EPOS Terminal, which looks up their account details and allows them to purchase items using only this method of identification. If you choose not to have your son/daughter registered on the Biometric System a 4 digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your son/daughter’s responsibility to remember the code and keep it secure at all time.

As explained in our Privacy policy, we take every reasonable precaution to ensure that Nationwide Retail Systems Ltd is compliant with GDPR legislation and will keep your child’s data secure and will not hold this data for longer than required.

Providing your consent

Name of parent:	
Signature:	
Name of pupil:	
Form:	
Date:	

	Yes	No
I am happy for my child to be registered on the school’s Biometric Cashless Catering system with immediate effect. I understand I/we can withdraw this consent at any time in writing.		

Withdrawing your consent

Parents/carers have the right to withdraw their consent at any time. Withdrawing your consent will result in your child having to use a PIN Code as explained above.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

IMAGES AND VIDEOS PARENTAL CONSENT FORM



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This form explains the reasons why and how Archbishop Holgate's School may take and use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Introduction

Why do we need your consent?

Archbishop Holgate's School requests the consent of parents to take and use images and videos of their child for a variety of different purposes, eg sports day, Enrichment days, celebrate successes or school trips.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

This consent will be for the period of time, your child is a student at Archbishop Holgate's School. You can change this consent at any time, by informing us in writing.

The safety and wellbeing of the student is paramount at all times. Please keep the school informed of anything regarding the safety and wellbeing of your child. If we have any concerns we will not use images/videos of that student.

Why do you use images and videos of your child?

Each year 'school photo's' are taken in September (Year 11 are taken later), these are the photos that parents/carers are given the opportunity to purchase. In school we use these photos in our school database and mark books to help with the identification of students. This is for the purpose of educating students in the school.

At the same time as the individual photographs are taken, Years 7, 8, 9, 10 and 12 have form group photographs and in the spring term, Year 11 and 13 have a year group photograph. These are then available to buy.

We also use photos/videos in lessons or assemblies. This might be for demonstration purposes or to celebrate personal achievements.

We may take and use images and videos of pupils to promote a subject or personal achievement. These might be used as classroom/corridor displays. For examples our 'Year 11 Wall of Excellence'. Please note we might use names.

Every week the school produces a newsletter, which helps parents to understand the day to day life of the school and celebrate personal or group achievements, trips and events. In the newsletter we use photos and sometimes student's names, where appropriate.

The school has social media accounts (Twitter and Facebook), which again helps parents to understand the day to day life of the school and celebrate personal or group achievements, trips and events. We use photos and videos and students work. It is important to recognise that once we have 'posted', this might then be used by other parties.

The school also uses images and videos for marketing purposes. This includes the school website, adverts and prospectus.

If a 3rd party wishes to use images of students/school (eg. York Press), we will ask for consent for this specific event.

What are the conditions of use?

- This consent form is valid for the student's lifetime in the school. We will remind you, on an annual basis, of your option to amend or withdraw your consent and will provide you with a new form to complete should you wish to do so.

- Consent will be refreshed where any changes to circumstances occur, eg. an additional social media account for the school.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal. Please write to the school to withdraw your consent.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, eg. 'sports day', enrichment day where individual students are not identifiable.
- The school will use a professional photography company to take class images of your child which are available to purchase annually and the school will use for identification purposes.
- The school will ask for specific consent for any images/videos that an external company wishes to use, eg. York Press.

Providing your consent

Name of parent:	
Name of student:	
Form:	
Signature:	
Date:	

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will only publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Form and Year group photographs. Please note the annual form/year group photographs taken by the professional photographer are available to buy.		
Use within school for the purpose of education. For example in a lesson or an assembly.		
Use within school to promote a subject or personal achievements. For example: wall displays. Please note, this may include their name.		
Use within the school newsletter. Please note, this may include their name and newsletters are issued to all parents and available on the school website.		
Use on social media. For example: Twitter and Facebook		
Use within marketing material for the school, For example: the school website, adverts and prospectus.		
Use within marketing material for Pathfinder Multi Academy Trust and/or Pathfinder Teaching School Alliance. For example: the school website and prospectus.		
I agree to inform the school of any changes in circumstances and understand that this might affect the consent I have provided.		

If you have any questions regarding this form, please do not hesitate to contact the school by emailing reception@archbishopholgates.org or phoning 01904 411341.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will **not** affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

DATA SHARING PARENTAL CONSENT FORM



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Introduction

Archbishop Holgate's School shares student data for a variety of reasons, sometimes this is to for fill our legal obligations and sometimes it is to help in fulfilling its purpose of educating young people.

We work under the General Data Protection Regulation (GDPR) and act as the 'Data Controller'. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Please read the following policies, which are available on the schools website. If you would like a printed copy of any of these policies please submit your request in writing to the Headteacher.

- **GDPR Policy** – this provides the overview of how why and how we collect personal data, how we process this data, how we ensure the security of this data and how long we hold data for.
- **Student and Staff Privacy policy** – this explains what data we collect, why we collect this data, who we share this data with and what rights you have over this data
- **GDPR Records Management Policy** – this explains how long we will hold data for and how we will then dispose of this data.

Who do we share data with?

We routinely share student data with:

- schools that the student attend after leaving us
- our Local Education Authority (City of York Council)
- the Department for Education (DfE)
- National Health Service bodies
- Examination Awarding Bodies
- Police/Social services
- EVOLVE – Local Authority risk assessment and safeguarding of trips website

We also share personal data for the following reasons. Please read our Privacy notice (available on our website) for the specific names of each company that we share personal data with.

- **Careers** – This enable us to access support for students with careers advice and work experience placements.
- **Productivity, communication and data storage** – This enables our students to collaborate and use software packages for free that help in their education, eg. access to Office 365.
- **Educational Software** – These are software packages (normally online) that provide subject specific resources to aid learning. For example, My Maths provides online lessons and tests in maths.
- **Target setting and assessment** – These are companies who will analysis and interpret student data to help the school in setting realistic but challenging targets and to compare performance with other schools. These companies help to identify strengths and weaknesses in the school.

If you wish to discuss our sharing of this data please do not hesitate to contact us.

Providing your consent

In signing below you are providing us with your consent to share your child's personal data with 3rd parties as explained above and in our Privacy Policy for the purpose of educating your child, under the conditions that the school will do everything it reasonably can to ensure the 3rd Parties are fully compliant with the GDPR.

You understand that the school has a legal obligation to share data with the government and in order to protect your child.

Name of parent:	
Signature:	
Name of pupil:	
Form:	
Date:	

Withdrawing your consent

Parents have the right to withdraw their consent at any time.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

CELEBRATING STUDENT SUCCESSES

PARENTAL CONSENT FORM



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At Archbishop Holgate's School we believe it is really important and want to celebrate our student's successes and achievements. We use a wide variety of methods, which include:

1. Celebrating successes in assemblies and form time. For this we might use images/videos and names.
2. Creating wall displays to celebrate successes. This might include images, names and results. For example: Music grades, images from Drama performances, exam results with names and images.
3. Celebrating in our school newsletter. This might include images, names and results.
4. Celebrating on our social media sites (Twitter and Facebook). This might include images, names and results.
5. On results day, we celebrate successes by sharing images and results on our website, social media and in the local press. These images might then be used in our marketing materials. We will ask the student for consent to use their images and data on the day.

What are the conditions of use?

- This consent form is valid for the student's lifetime in the school. We will remind you, on an annual basis, of your option to amend or withdraw your consent and will provide you with a new form to complete should you wish to do so.
- Wall displays and websites are updated annually.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any time with have previously celebrated successes that have been shared prior to withdrawal. Please write to the school to withdraw your consent.
- Results day sharing of images/results with the local press is the only time we will not ask for specific consent to share with the local media from parents and will take verbal consent from the student.

Providing your consent

Name of parent:	
Signature:	
Name of pupil:	
Form:	
Date:	

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will only celebrate the successes of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Celebrate successes in assemblies and form time. For this we might use images/videos and names.		
Create wall displays to celebrate successes. These might include images, names and results. For example: Music grades, images from Drama performances, exam results.		
Celebrate in our school newsletter. This might include images, names and results.		
Celebrate on our social media sites (Twitter and Facebook). This might include images, names and results.		
For the school to ask my child to provide consent on results day to use their images and results on our website, social media and in the local press. These images might then be used in our marketing materials.		

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Withdrawing your consent

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If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.