



# PARENTAL CONSENT BOOKLET

NAME OF CHILD: \_\_\_\_\_

Please return completed booklet  
to the SCHOOL OFFICE.

## **INTRODUCTION**

At Barthol Chapel School our aim is to provide varied and valuable learning experiences, which involve the children not only learning from within the school, but also by using the local environment in order to allow an extra dimension in each child's learning.

To enable us to fulfil the children's educational potential, Barthol Chapel School appreciates parental support received both in assisting the school, but also when faced with decisions in relation to the personal care, as well as the safety of the child.

For this the school requires consent from you as your child's parent or carer in a number of important areas.

It is with this in mind that we would ask you to read this booklet very carefully and sign the declaration at the end section. This booklet will only have to be completed once for each child for his/her entire time at Barthol Chapel School.

The sections in the booklet relate to the following topics:-

1. Whole School Privacy Notice
2. Insurance
3. Communication
4. Toileting Accidents
5. Short Outings
6. The Internet
7. Photography & Video Recording Consent

After reading each section you will be asked to write your initials to confirm you have read each section.

The final section asks you to complete a question relating to each of the previous sections and finally asks for you to sign and date the form confirming the answers that you have made to the earlier questions.

It is very important that you read through the **WHOLE BOOKLET** very carefully. If you have any concerns or queries about this booklet then please do not hesitate to contact the school.

# **General Data Protection Regulations (EU) GDPR 2016/769**

## **GDPR and your data**

As you are aware the new General Data Protection Regulations GDPR (EU) 2016/769 came into force on Friday 25<sup>th</sup> May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

Aberdeenshire Council is committed to full compliance with these regulations. From 25<sup>th</sup> May, when you are asked for information by Education & Children's Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice is attached relating to the information we hold on yourself and your child/ward.

## **The information we collect from you**

Aberdeenshire Council collects personal data and information about your child in order to provide your child with a school education.

We will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We collect special category data about your child and process this because it is in the substantial public interest.

The information held by Aberdeenshire Council is used to assess, plan, coordinate, deliver and quality assure the education services to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

## **Your Data, Your Rights**

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at: <http://www.aberdeenshire.gov.uk>. Alternatively you can contact the Council's Data Protection Officer by emailing [DataProtection@aberdeenshire.gov.uk](mailto:DataProtection@aberdeenshire.gov.uk) or in writing at: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY.

You also have the right to make a complaint to the Information Commissioner's Office, ([www.ico.org.uk](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully.

## **Legal Basis for Processing**

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

# SECTION 1: Privacy Notice

## Whole School

The Data Controller of the information being collected is Aberdeenshire Council. The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected by Aberdeenshire Council to use for the following purposes:

- To enrol your child in school and provide an education to include the categories below as and when appropriate
- To ensure that the information held on pupils is current and correct

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data		
Legal Obligation	X	Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller.	X

- Groupcall / Netmedia (to contact or alert parents in an emergency, where there is an absence and all relevant school information which also includes Parent's Evening Bookings to inform parents about their children's progress and aspects of their education)
- Scottish Government / Education Scotland for data collections including processing of special categories such as Ethnicity, Nationality, Religion and also Health Information is necessary in order for both the Scottish Executive and the National Health Service (NHS) to monitor the impact of its education service and public health services to ensure that it meets the needs of all pupils and that no one group is at a disadvantage.
- Skills Development Scotland (SDS) to support progression from school to a positive post school destination.
- National Health Service (NHS) - to facilitate engagement with public health services
- Scottish National Standardised Assessments (SNSA) - Scottish Education to provide teachers with objective, comparable information about progress, which will help improve outcomes for all children and young people.

Personal Data	Special categories of personal data		
Public Task	X	Where processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	X

- School Meals (to include any specific dietary requirements and Cashless Catering)
- Transport
- School Trips – EVOLVE (System used in planning trips)
- Culture and Sport (includes Active Schools, Active Communities, Sports and Physical Services, Museums, Libraries, Aquarium and Arts Development – to provide learning opportunities for children and young people.
- Sport Scotland (to provide pupils with opportunities to get active and make a positive contribution to their health including activity programs over the school holidays)
- GLOW (to provide a wide range of web services and resources for education in a safe online environment)
- Creative Learning Network Projects
- Community Learning and Development – providing support to young people
- Electoral Registration Office to offer the opportunity to register on the Electoral Roll
- NEC (National Entitlement Card) to access many public services e.g. travel
- Work Experience (Work Placement Employers)
- Sensory Support Service
- Educational Psychology Service
- Additional Support for Learning
- English as an Additional Language
- Music Tuition Service

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Your child will not be enrolled in school and therefore unable to access an education and any additional services, including support, external trips and activities available to them.

Your information will be shared with the following recipients or categories of recipient:

Scottish Government/Education Scotland - please refer to <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>  
National Health Service (NHS), Skills Development Scotland (SDS), Scottish Qualifications Authority (SQA), Groupcall, Scottish National Standardised Assessments (SNSA), Other Aberdeenshire services where required.

The retention period for the data is:

*Please state the retention period(s):* We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

N/A

The following automated decision-making, including profiling, will be undertaken:

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

**Please initial in the box below to show you have read and understood the information regarding Whole School Privacy Notice.**

## **SECTION 2. INSURANCE**

No insurance cover is held by Aberdeenshire Council to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the council or its employees. However, if there is no negligence, no claim would be accepted by the Council.

This information is brought to your attention at this time in order that you may take whatever action you feel is appropriate. It is very important to give you this information to avoid the potentially distressing situation of parents or carers becoming aware of the insurance position after an accident has occurred, however, remote this possibility.

**Please initial in the box below to show you have read and understood the information regarding Pupil Insurance.**

## **SECTION 3. COMMUNICATION**

As part of our efforts to ensure communication between home and school is effective, we wish to use e-mail and Groupcall Xpressions app to send notices and letters home. This will also allow us to be more eco-friendly and save on paper. Anything that requires signed permission will still be printed and sent home with your child.

**I give permission for letters and communication to be sent home via e-mail and Groupcall Xpressions App.**

yes/no (delete as applicable)

## **SECTION 4. TOILETING ACCIDENTS/SICKNESS**

From time-to-time, especially early in a pupil's school career, there may be an occasional toileting accident.

So that we can ensure the best provision and care for your child, we ask that you agree to give the staff at Barthol Chapel School permission to clean and/or change your child in the event of a toileting accident or sickness, or to provide support for the pupil to do this themselves where they are able. We also request permission to contact you in the case of a toileting accident.

**Please initial in the box below to show you have read and understood the information regarding Toileting Accidents/Sickness.**

## **SECTION 5. SHORT OUTINGS**

### **PERMISSION FOR ATTENDING LOCAL TRIPS ETC.**

During the school session members of staff may wish to take pupils on short trips/outings around the local area, normally within walking distance of the school, as part of the class or group work.

We also require consent to allow us to take the pupil to emergency treatment should the need arise. Aberdeenshire Council does hold a third party liability insurance which indemnifies the Council from claims from these parties e.g. parents of pupils who suffer injury, illness, loss or damage arising from negligence of the Council or its employees. However, if there is no negligence, no claim will be accepted by the Authority.

**Please initial in the box below to show you have read the information regarding Short Outings.**

## **SECTION 6. INTERNET ACCESS**

As part of our Technologies Curriculum we will be offering pupils supervised access to the internet.

Before being allowed to use the internet at school, all pupils must obtain parental/carer permission and both they and you must initial below as evidence of your approval and your and their acceptance of Barthol Chapel School's internet acceptable use policy.

Access to the internet will enable pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with other internet users throughout the world. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Barthol Chapel School, along with other Aberdeenshire Council schools, uses the latest screening techniques to prevent access to all categories of unsuitable, offensive and inflammatory internet materials. During school hours, teachers will supervise, guide and support pupils in using the internet and in finding and using appropriate materials.

You should also be aware that monitoring software, which will record internet activity, will also be in use in schools.

Whilst our aim for internet use is to further educational goals and objectives, no supervision or screening policy can guarantee complete security.

**Please initial in the box below to show you have read and understood the information regarding Internet Access.**



## **INTERNET ACCEPTABLE USE POLICY FOR PUPILS AND STUDENTS**



Pupil users may only access the internet after they and their parents have read and accepted the terms of the Internet Acceptable Use Policy of Barthol Chapel School.

Pupils may access the internet for educational purposes. This includes classroom activities, study and research activities, the exchange of project related work, ideas, opinions and questions using the world wide Web, email, bulletin boards, discussion forums etc.

Pupils may only access the internet with the permission of the Network Administrator, supervising teacher or other member of staff.

Pupils must follow:-

- All guidelines related to system integrity, security and passwords;
- All guidelines related to the use of appropriate language;
- All guidelines related to accessing appropriate materials;
- All guidelines related to personal safety;
- All guidelines related to the data and files of other users.

Pupils must accept that system security and management will mean that all on-line activity will be subject to monitoring and that all materials accessed, published and mailed may be viewed by the Network Administrator or any other supervising teacher.

Pupils must accept that access to Barthol Chapel School's Information and Communications Network is a privilege not a right and that any breach of the code of acceptable use, practice and behaviour could lead to the withdrawal of an individual's ability to access the Network.

Pupils must accept that any use of Barthol Chapel School's Information and Communications Network for activities which may be in violation of the Data Protection Regulations or the Computer Misuse Act, may be subject to criminal prosecution.

# **GUIDELINES: INTERNET ACCEPTABLE USE POLICY PUPILS AND STUDENTS**

## **SYSTEM INTEGRITY, SECURITY AND PASSWORDS**

Users must not access or modify the hardware and software setup of the Network.

Users must not access or modify the administrative setup of the Network.

Users must not share their sign-on password with anyone; use, modify or distribute the sign-on password of any other user; use, modify or distribute the Administrator/Manager's sign-on password.

## **APPROPRIATE LANGUAGE**

Users must not use rude, vulgar, abusive or racist language in any materials written on, published from, emailed from or posted from a network computer.

## **APPROPRIATE MATERIALS**

Users must not access, view, print, download, publish, post or email abusive, pornographic or racist materials.

Users must not publish, post or email the address (URL) of any website, which contains abusive, pornographic or racist materials.

Users must not create, publish, post or email any materials, which are for commercial, business or political purposes.

## **PERSONAL SAFETY**

Users must not publish, post or email personal details about themselves, their family or any other network user.

Users must inform the Network Administrator/Supervising Teacher of any email received, which asks for the personal details e.g. telephone number, home address etc. of any network user.

## **DATA AND FILES AND COPYRIGHT**

Users must not access, change or delete the files of any other user.

Users must not use or incorporate any material downloaded from the internet in their own work without identifying its source and author.

Users must not use copyright materials without the permission of the copyright holder.

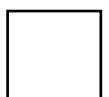
## **DISCIPLINARY PROCEDURES**

Any breach of the conditions and/or guidelines of the Acceptable Use Policy will be dealt with under the then current code of behaviour and discipline of Barthol Chapel School.

**Parent/Carer Signature** \_\_\_\_\_

**Pupil Signature** \_\_\_\_\_

Please initial in the box below to show you have read and understood the information regarding Internet Acceptable Use.



## **SECTION 7. PHOTOGRAPHY AND VIDEO CONSENT**

I \_\_\_\_\_ (*insert parent/carer name*) apply for permission to photograph or video record my child \_\_\_\_\_ (*insert child's name*) participating in activities such as concerts, sports events, etc. and I agree that, should permission be given, the photography or video recording will:-

1. Only take place at a time/place as directed by the Head Teacher or establishment representative;
2. That I will not interrupt or disrupt the performance or event;
3. That any photograph or video recording I make will not be sold or used for any commercial purposes whatsoever;
4. That any photographs or video recording are for personal/family use only and that such recordings will not be copied on to third parties;
5. That no attempt will be made to photograph or record children other than my own without the permission of the school. Any such photographs should remain solely for my own use and not be placed on social networking sites such as Facebook;
6. I understand that failure to comply with these conditions or such other reasonable instruction as may be issued to me by the Head Teacher or member of educational establishment staff will lead to withdrawal of such permission.

*Please note that this gives permission to take photographs or record images of your child only. It does not give permission to take photographs of staff, helpers or volunteers.*

PARENT/CARER NAME .....

SIGNATURE ..... DATE .....

Please initial in the box below to show you have read and understood this section.

# Aberdeenshire Council Photography and Video Recording Consent

Aberdeenshire Council are required to obtain written consent for the use of photography and video recording to provide information on and publicise Aberdeenshire Council services or celebrate special events.

Please ensure you have read the attached Privacy Notice, which outlines how photography and video files will be stored and used by Aberdeenshire Council. Please ensure you agree to consent on this basis, by completing the form and sign and date it where shown.

## Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

Photographs and Videos may be used in the following Aberdeenshire Council communications:

- Aberdeenshire Council publications and video programmes, printed and digitally, i.e. leaflets and posters, DVDs and digital video
- Websites owned by Aberdeenshire Council
- Aberdeenshire Council internal intranet
- Aberdeenshire Council owned Social Media channels, i.e. Facebook, Twitter and Instagram, Google Plus

We may also send images to the news media and share with Aberdeenshire Council partners, including:

- Aberdeenshire Health and Social Care Partnership
- Aberdeen City Region Deal
- Invest Aberdeen
- National Schools Network (GLOW)
- Nestrans
- NHS Grampian
- Police Scotland
- Scottish Fire & Rescue
- Visit Aberdeenshire
- Visit Scotland

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit <i>consent</i> to the processing	

Your information will be shared with the following recipients or categories of recipient:

**Photography and Video Recordings**

Photography and Video Recordings will be shared through Aberdeenshire Council communications channels outlined above as appropriate and stored in the following ways:

- Photography and/or Videos will be stored on a secure Aberdeenshire Council IT System only accessible by Aberdeenshire Council staff.

**The retention period for the data is:**

- The data will be stored for archival purposes for up to 10 years by Aberdeenshire Council.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner’s Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

**Event (Lead Officer coordinating photo/video opportunity or event to complete this section)**

Event and location: *Events throughout my child's school career at Barthol Chapel School*

Photography/Video Recording reference: *n/a*

Photographer/Videographer's name: *By school staff or official photographer representing Partners/Media e.g. Tempest Photographers.*

Date of photography: *Events throughout my child's school career at Barthol Chapel School*

Expiry Date Photography (5 years from date of photography): *5 years after date of photography or 10 years for archival purposes*

Expiry Date Video (as per length of proposed programme circulation):

**Photography/Video Recording Release (Person(s) being photographed to complete this section)**

- 'I consent to photographs/videos being used':
  - In all of the below
  - Only on social media
  - Only on Aberdeenshire Council Websites
  - Only in internal channels (the corporate/school intranet)
  - Only by the news media
  - Only in corporate publications
  - Only in school printed communications (School Newsletters)
  - Only in school social media
  - By Aberdeenshire Council partners listed in the above Privacy Notice
  - School or Class/Individual Photograph (Tempest Photographers)
  - By other Parents/Families who capture photos/videos of School Shows/Sports Days/Assemblies
  - Within GLOW

Please print your name, (and your child's name if appropriate) below:

Child's Name \_\_\_\_\_

I understand that I have the right to withdraw this consent at any time by contacting my child's School

\_\_\_\_\_  
Parent/Carer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **SECTION 8. DECLARATION**

It is very important that you have read and understood ALL the information contained in this booklet thoroughly and written your initials in all the pages before you complete this final page. Indicate your answer by deleting the appropriate response.

**This is a declaration regarding my child**

- I have read and understand the information regarding pupil insurance.

YES / NO

- I give permission to the staff of Barthol Chapel School to change my child in an event of a toileting accident or sickness.

YES / NO

- I agree to my child going on local trips/outings. I also consent to submission of the above named pupil to emergency medical treatment should the need arise. I am also aware that Aberdeenshire Council does hold a third party liability insurance which indemnifies the Council from claims from these parties e.g. parents of pupils who suffer injury, illness, loss or damage arising from negligence of the Council or its employees. However, if there is no negligence, no claim will be accepted by the Authority.

YES / NO

- I have read and understand that computer and internet access at Barthol Chapel School are provided for educational purposes only. I understand that Barthol Chapel School will follow the Local Authority guidelines on protecting pupils from unsuitable material. I understand that the school will make every reasonable effort to restrict access to all controversial material on the internet, but I will not hold them responsible for materials my child acquires or sees as a result of the use of internet at school.

YES / NO

- I accept the conditions of computer use contained in this booklet and acknowledge that my child will be held responsible for any violation of these rules.

YES / NO

- I have understood and completed the section regarding photographs and video-recording in school and have signed the Aberdeenshire Council Privacy Notice.

YES / NO

**I have read and understand this booklet. I confirm my wishes in respect to each section of the booklet by the indication I have made on the questions above.**

**Signature of Parent/Carer .....**

**Date .....**