



"We are called to be the hands and face of Jesus as we learn, love and grow together"

Headteacher: Mr J White BEd (Hons) NPQH

St. Vincent de Paul Catholic Primary School

Bedwell Crescent, Stevenage, Herts., SG1 1NJ

Tel: 01438 729555

Email: admin@stvincent.herts.sch.uk

www.stvincent.herts.sch.uk

May 2018

To be completed by the parent/carer – please return to the school office by 8th June 2018

Pupil Name:

Parent/Carer Name:

I confirm that I have read the attached letter. I will indicate my permission for mine and my child's data to be stored with the following third parties on the table below. I understand that I may withdraw my permission at any time by writing to the school.

The school is legally obliged to keep an amount of personal data that enable the school to fulfil its educational duties; this information does not require consent and is stored on a secure database. The school stores your emergency contact details as part of this requirement although we require your acknowledgement that you have consent to share these and for the school to store the details of wider family members and friends.

	Yes (I give consent)	No (I do not give consent)
I have consent to share and for the school to store the personal details of my child's emergency contact details.		

Any third party that we share your data with has been rigorously checked following internal due diligence processes. The data we share with selected third parties enables a school function to be fulfilled; however this requires your consent. Please tick the appropriate boxes to give your consent to enable us to share your data with these groups.

	Yes (I give consent)	No (I do not give consent)
Gift Aid: Westminster of Diocese database used to process building fund donations to enable the school to reclaim Gift Aid on such donations.		
Herts Catering Ltd: Our school meals provider. <i>Contact information only for those with parental responsibility is shared with this provider and any relevant details regarding school meals such as medical conditions, food allergies or intolerances.</i>		
Parentmail: A home-school portal which is used to communicate via email about school news and events relevant to the school. <i>Contact information only for those with parental responsibility is shared with this provider.</i>		
SPAG.com: A home-school portal which is used to set work for pupils to complete online.		
Wisepay: A home-school portal which gives you the opportunity to pay for school dinners, school trips and other services/items. <i>Contact information only for those with parental responsibility is shared with this provider.</i>		
2Simple: A home-school portal which is used to communicate learning observations for children in Early Years Foundation Stage, including photos of learning. This is an essential element of our assessment procedures in the Early Years (Nursery and Reception classes only).		

Ticking 'no' to these boxes will affect how we use your information and may result in an inability to fulfil some key school functions.



We are also taking this opportunity to review photographic consent from parents/carers, although previous consent will be kept in place for all pupils currently registered.

Photograph and videos

The school will, from time to time, take photos or videos for class-based projects, special events, assemblies, celebrations and learning moments. As your child’s image could, on occasions, identify them, we also require your consent to use these images both in school, on our school website, school Twitter feed and the school Blog. These photos and videos may also be archived and used for historical purposes.

	Yes (I give consent)	No (I do not give consent)
I consent for my child’s image to be used in and around the school in places that may be viewed by visitors		
I consent for my child’s image/video to be used on the school website		
I consent for my child’s image/video to be used in official school social media (Twitter and School Blog)		
I consent for my child’s image to be used in wider marketing materials used by the school and Westminster Diocese		
I consent for my child’s image to be used in press releases which may be published in newspapers or on the Diocesan Website		
I consent for my child’s images/videos to be retained for the purposes of maintaining an archive of school history which may be used in the curriculum or for display purposes.		

Consent for any of the above can be withdrawn at any point by contacting the school in writing.

Printed name of Parent/Carer:

Signed Parent/Carer:

Date:

Yours sincerely



Mr Jon White
Headteacher

