

PUPIL PERSONAL DATA TRANSFER & PHOTO CONSENT FORM – SIXTH FORM ENTRY

Who Should Complete this Form?

This consent form is provided to new students joining The Gryphon Sixth Form to study in Year 12.



The Purpose of this Consent Form

While you attend **The Gryphon Sixth Form** we need to record personal information about you including your name, date of birth, address, family relationships, academic records and learning support needs. We will also keep a record of your photograph for identity purposes, so staff know who you are and to ensure you are safe. We may also take further digital images (photos) or video in order to record or support learning activities or to celebrate success and achievement whilst studying. These images, with your consent, may be also be used to promote the educational experience offered by SAST schools through their websites, social media, printed marketing materials (flyers, prospectus, newsletters etc.).

A Privacy Notice has been provided to you which explains how we use a student's personal information. Privacy Notices can also be found on the SAST website - www.sast.org.uk.

There are some special rules under data protection law that mean the school can't use your personal information from a previous school or your photo without your consent. When you join we would like to contact your previous school to obtain an electronic copy of your personal school data so we can transfer this data into our school information database. The file which we ask for from your previous school is called a **CTF (Common Transfer File)**. It contains your name, address, date of birth, previous exam results, attendance record, schools you've attended, any special educational needs support you've received and other information about your time in school.

In order to get our database system ready for September we ask you to consent to us obtaining this record. Once it is on our system we will then ask you to check the information is still correct via a "Data Checking Form". The information is transferred from your previous school in encrypted format and kept securely. It will not be seen by anyone other than The Gryphon School staff.

You are completely free not to provide your consent and also to withdraw consent (change your mind) at any time. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary. If we don't receive the CTF file from school we will ask you to provide this information on paper.

Help and Advice

If you have any queries or questions about this form please address them to Bella Byrne, SAST Data Protection Officer at dpo@sast.org.uk or by telephone on 01935 811066.

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Student Name: _____

Current/Previous School: _____ **Year of leaving:** _____

I hereby consent to the following:

The Gryphon School may approach my previous school to obtain a CTF (data file) of my personal data for the purpose of managing my enrolment and study in years 12 and 13. I understand this data will be kept securely in accordance with data protection law and school policies.	YES / NO
The use of my photo to record achievement whilst I'm enrolled, to celebrate success or promote the educational experience provided by the school through printed marketing materials, school social media accounts or on the school website.	YES / NO
The use of video of me to record achievement or special events in school social media accounts or on the school website	YES / NO
Use or provision of my first name / surname to a newspaper or on the school's/Trust website or on social media to record achievement, celebrate success or promote the educational experience provided by the school alongside my photo. If this is for a local newspaper understand <u>I will be contacted prior to releasing this</u> to re-confirm consent depending on the actual occasion.	YES / NO

I understand I am able to withdraw or amend this consent at any time.

Signed: _____ (Student)

Date of Birth: _____

Date: _____

FOR OFFICE USE ONLY:

Entered into MIS on ____/____/____ by _____ (initials)