CONSENT FORM – PUPIL PERSONAL DATA

During your [a pupil's] time with us, as a Trust/School, we will gather information about you [them] which we will use for various purposes. A Privacy Notice has been provided to you [them] in relation to the use of this information, which is also available on the school website, please scan QR code

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your [your child's] place at the Trust/School. You are completely free to refuse to provide your consent to any of these things. 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 as a Trust/School we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you [your child]. We assure you that as a Trust/School we take very seriously the issue of potential misuse of photographs and videos of our pupils. We ensure that we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions. These controls include:

- o Standard Code for School Uniform (ensuring pupils are dressed correctly)
- o Data Protection Policy
- o CCTV Policy
- o IT Security Policy & Usage Policies
- o Retention and Destruction Policy/Schedule

Where appropriate consent has been given, the Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

> You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to us at: Luisa Ferrara admin@st-patricks.nottingham.sch.uk or DPOs Tamer Robson & Teresa Bettelley dpo@ololcatholicmat.co.uk

This consent will otherwise continue until you [your child] leave(s) the Trust Company/School or your child reaches the age of 13 years old, at which point the Trust Company/School will seek consent directly from your child in relation to the above matters.

This consent will otherwise continue until your position with the Trust/School comes to an end (please note that it may not be possible for printed materials to be withdrawn immediately and these may be in circulation for a period of time after consent is withdrawn &/or a child has left the school - in these cases, updates will be made as soon as practicably/viably possible)

Celebrating Achievements & Promoting the Trust/School

Across the Trust & School, we are very proud of the achievements of all our pupils, and we want to be able to celebrate these achievements both within the Trust/School and with others. We also look to celebrate, share and further our Catholic identity with members of our families and friends, our Parishes, our Diocese and further afield. To do this we hope to use a wide range of platforms to share information, photos and videos which celebrate, promote and develop our Catholicity.

We may also want to report on significant events which involve our pupils and be able to promote the Trust & School to attract new pupils to show, as a Catholic Education Provider, the quality of the education, social contribution and pastoral provision available. It is important to us, as a Catholic Trust & School, that we deliver the teaching mission of making Christ known to all people. All of this could involve certain activities such as [including but not limited to] events, work displays etc. features in promotional material including websites, prospectuses, newsletters, sharing on social media (e.g. live streamed Liturgies on YouTube or other platforms and pre-recorded events.

In this regard, I am happy for the Trust/School to use: (Please indicate **Yes or No** for each category below)	Yes	No
Photographs of me [my child]		
Photographs of me [my child] in my/their own pupil books and also in other pupils' books		
Videos of me [my child]		
My [my child's] **name** with **class name** or **year group**		
I am happy for my child [me] to participate in live and recorded and recorded activities which will be shared on Seesaw eg liturgies, performances, assemblies, live lessons/learning sessions.		
I am happy for the information selected above to be used for the following: **(Please indicate Yes/No for each category below)**	**Yes**	**No**
On internal screens and/or internal noticeboards which may also be viewed by visitors to the school site		
On the Trust/School/Parish websites / intranet (if applicable) (including the Chaplaincy Be Inspirational site – Home - Our Lady of Lourdes Catholic Multi-Academy Trust (ololcatholicmat.co.uk) Be Inspirational – Our Lady of Lourdes Catholic Multi Academy Trust		
In the Trust/School/Parish newsletters, brochure & prospectuses		
On the school notice board in Our Lady & St Patrick's Catholic Church		
On the Trust/School/Parish social media sites (which includes but is not limited to: YouTube, X (Twitter), Instagram, Facebook etc) (including the Trust-wide Chaplaincy Be Inspirational site)		
On marketing materials for the school/Trust e.g. publicity posters, banners displayed in the locality.		
In news media (newspapers, websites and television)		
When an event, streamed internally within the Trust, is recorded (live-streamed Mass etc)		
When Live-streaming (for example live-streamed Mass &/or Liturgies etc, via YouTube or Microsoft Teams Live) where the audience is beyond the Trust, (for example Parents, Grandparents, Parishioners, the Nottingham Roman Catholic Diocesan Education Service) and the stream may be automatically recorded and remain available to view on YouTube etc.]		
On the Trust/Academy/School remote learning platform (Seesaw)		

Provision of Pastoral Care within the Trust/School

It is important that, as a Catholic Trust/School, our pupils are supported not only in school but also more widely in the parish, especially at times of need. So that the Diocese and Catholic support agencies are able to provide that support and pray for the pupils at our school, we need to provide information to them (including full name, date of birth, address, contact details, name/contact details of parent/carer).

	Yes	No
In this regard, I am happy for the Trust/School to share my [my child's] personal details with the Diocese and Catholic Support Agencies with provision of pastoral care within the community of the Catholic Church.		

St Patrick's School doesn't currently collect or process any Biometric Data
Please note, for anyone under the age of 18 years old, written parental consent to the processing of **Biometric data** (such as fingerprints) for cashless catering, lockers &/or other purposes at St Patrick's school, is required. Please refer to the separate **Biometrics** letter and Parental Response Form included in this pack/available from the school office.

Artificial Intelligence (AI)

The role of AI is to assist in reducing workload and streamlining processes, enabling staff to focus on personalised teaching and student support. Decisions, particularly those impacting students or staff, will always rest with human professionals. We are dedicated to safeguarding personal and sensitive information, ensuring that all AI systems used within our Trust comply with data protection laws and uphold the highest standards of privacy. We will apply AI with a strong ethical framework, ensuring fairness, transparency, and integrity in all applications.

An AI Charter has been developed to ensure AI is used ethically and in line with all other Trust Policies and statutory guidance. Where AI is used, a robust risk assessment will be carried out in the form of a Data Protection Impact Assessment (DPIA). AI will not be used for automated decision making. All AI-generated outputs will be critically evaluated by staff to maintain the integrity of outcomes.

Pupil work may be entered into AI and the outputs will be thoroughly checked by teaching staff for accuracy. Pupils' work is their Intellectual Property, and we therefore ask for consent from parents before student work may be uploaded to AI.

	Yes	No
In this regard, I am happy for the Trust/School to share my child's work with AI systems.		

Student name:		**Student D.o.B:**	
Form completed by (please print name):			
Parent Signature:		**Date:**	

May 2025

Note for Committee approval on AI:
The following DfE guidance confirms that consent is required from parents for pupils' work to be shared with AI due to Intellectual Property.

Intellectual property
This information is relevant to child and teacher-facing products.
The generative AI product must not store or collect intellectual property created by pupils or the copyright owner for any commercial purposes, such as training or fine tuning of models, unless consented to by the:
- *copyright owner*
- *copyright owner's parent or guardian - where the copyright owner is deemed a minor and therefore unable to consent*

Our expectations
We expect that unless there is permission from the copyright owner, inputs and outputs should not be:
- *collected*
- *stored*
- *shared for any commercial purposes, including (but not limited to) further model training (including fine-tuning), product improvement, and product development*

In the case of children that are under the age of 18, it is best practice to obtain permission from the parent or guardian. In the case of teachers, this is likely to be their employer - assuming they created the work in the course of their employment.
https://www.gov.uk/government/publications/generative-ai-product-safety-expectations/generative-ai-product-safety-expectations#privacy-and-data-protection