

CASTLE DONINGTON COLLEGE

Giving Consents for Your Child Admissions 2021 -22



Information for Parents and Carers

**Please read this information carefully before you sign the
Online Consents Form**

Giving Consents for Your Child: Information for Parents and Carers

At Castle Donington College, we take great pride in our efforts to share important information with you and our local community. We do this in a range of ways for example, our monthly newsletter, website and Twitter account.

We relish opportunities to celebrate the successes of our pupils in all our communications. There are times when we will share photos or video clips from important events like performances, athletics competitions or interesting classroom activities. We also like to praise pupils who are doing remarkable things in and beyond the classroom. It is important to us to take the time to spotlight the positive work our pupils do.

However, we also want to respect your family's right to privacy. In line with the UKGDPR guidelines and Data Protection requirements, it is necessary for the College to gain your consent for the activities outlined below. We ask you read this information carefully before you agree to any consent on the online form. We also encourage you to keep this booklet for future reference.

Photographs, Video and Media Images

We have a responsible approach to the use of photographs in the College. We use photographs in our publicity materials such as College brochures and booklets, on our corridor and classroom displays, for staff training and on our website. From time to time, photographs of special events may appear in local newspapers. The College also has a Twitter account, where photographic images are used to celebrate the achievements of our pupils.

No child's full name will be released with their image in any publication or social media site, so your child cannot be identified as an individual.

You can withdraw consent at any time by completing the form available on the College website or from Reception. However please note, from the time of your request, images of your child will not be used in future publications but may continue to appear in publications already in circulation. Any image may remain on the website even after your child has left the College and it may continue to be there until the next update of the website.

The College uses a third party professional photographer to take photographs of pupils for parents/carers to purchase. These may be of pupils as an individual, tutor group or year group. The photographers will be provided with pupils' name and admission number to enable this process. The photographer would have possession of the photographs on their equipment and not on College equipment. Group photos will be sent to parents/carers to view prior to purchasing and they will therefore be able to see the image of all included in the photograph.

Pupil Email and Internet Access

As part of the College IT provision, we offer pupils access to the Internet and College email facilities. Our Internet service provides a high level of protection and we monitor and audit pupil use. We require pupils to give written agreement to the terms. We also require permission from you to allow your child to access the Internet in College (out of lesson time to include lunchtime clubs and revision sessions) and to use a College email account.

Third Parties

There will be occasions where we will need to share information we hold about your child with external agencies, such as (but not limited to) Post 16 providers and counselling services.

We require these people to sign our Third Party Data Sharing Agreement to confirm they will use any data, about your child, responsibly. The information we share will be used to support your child in the related activities.

Cashless Catering Biometric

We operate a cashless catering facility in College. The system incorporates the latest technology and eliminates the need for pupils to carry cash. To access the cashless catering system, pupils will need to provide a biometric reading of their thumb or finger.

The system will recognise the thumb or finger of your child at the 'Top Up' station and at the tills. The biometric information remains within the College and the data is an algorithm and not the actual fingerprint.

All data collected will be processed in accordance with the UKGDPR Data Protection Principles and the Protection of Freedoms Act 2012. The written consent of at least one parent will be obtained before biometric data is taken and used. If one parent objects in writing, then the College will not take or use a child's biometric data and an alternative arrangement will be made.

Library Biometric

The Library is fully automated and includes 'Identikit', a lending system which uses finger recognition technology. To access an individual account, pupils are required to touch a pad when returning or borrowing library books.

The data is encrypted and cannot be used in any other database. It is not possible to recreate an image of the original scan from the data that is stored. Once a child leaves the College and their record is removed from the main library database, the biometric data is immediately deleted.

PIN

All pupils have the option of using a PIN instead of the biometric for both systems (catering and library) if you prefer. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Offsite Sporting Fixtures, Visits and Extra-Curricular Activities

The College encourages all children to participate in sporting and other extra-curricular activities. They may be asked to represent the College at a sporting fixture. We require your consent to include your child in such activities/fixtures.

Your child may not always be on the College site but could be learning somewhere in the wider community, for example a visit to local amenities, museums and other schools. The College will provide information about each visit, fixture or activity before it takes place, via email or letter. You must tell the College that you do not want your child to take part in any particular visit or activity.

You will be informed via email about any event that is due to take place offsite. Each activity goes through a rigorous risk assessment process before it is agreed.

The College will seek separate consent for the following:

- Visits or activities that require a contribution, payment or have cancellation terms
- A visit or activity which may run beyond normal College hours and which may which may involve a longer journey
- Adventure activity
- Overseas visit
- Visits led by or involving third party providers
- Residential visits