

## Plat Douet: Data Checklist & Permissions Form

Under Data Protection Law, schools act as individual data controllers. All data will be processed in accordance with data protection legislation.

There are a number of occasions when schools receive requests for such information. We also use a number of third-party services to help facilitate learning, track progress and celebrate success, and we ask that you agree (by initialing) to each of the services listed below and sign this form as a record of your consent the following disclosures.

### My preferred primary e-mail address is:

Data Gathered	Initial (to give consent)
I give permission for the school to contact me via <b>InTouch</b> , an email messaging service hosted through the school's management system, with information directly related to school.	
I give permission for my child's name, date of birth and records of learning to be uploaded to <b>Early Excellence (EeXAT)</b> . <i>Early Excellence is a secure online software package that enables the school to track and monitor progress and attainment data in Early Years Foundation Stage</i>	
I give permission for my child's name, date of birth and records of learning to be uploaded to <b>Tapestry</b> . <i>Tapestry is a secure online software package that enables the school and parents to share the child's learning journey.</i>	
I give permission for my child's name, date of birth and records of learning to be uploaded to <b>Numbots</b> . <i>This system is a web-based application which provides learning opportunities and enables the school to track progress of pupils.</i>	
I give permission for my child's name, date of birth and address to be given to the school medical or dental service. <i>Information and contact details will be provided to the Health &amp; Social Services and Family Nursing and Home Care, in order that parents may be contacted about / manage the delivery of child health programmes including the school-age immunization programme, health and dental screening.</i>	
I give permission for my child's name to be used on <b>Junior Librarian</b> . <i>This is a web-based application that enables us to manage the delivery of library books to your child.</i>	
I give permission for my child's details to be used by <b>media</b> (this includes social media) when the school has asked them to record individual, class or whole school activities that are of interest to the general public e.g. the JEP, Parish newsletter, local radio and television broadcasters.	<b>Name &amp; Image</b>
	<b>Name only</b>
	<b>Image only</b>
I give permission for my child's details to be given to <b>Cardwell Photography</b> for the purpose of taking individual, class, team and whole school photographs ( <i>details provided include name, class name, pupil number and image.</i> ) <i>The photographer indefinitely retains the images electronically and orders may be placed if the parent/carer has the photograph's individual number.</i>	
I give permission for my child to be recorded by <b>Digital Diggle</b> for the purpose of creating a DVD of the Christmas production which other parents may purchase.	
I give permission for my child's name and image to be used in brochures, leaflets, displays (including classroom displays) and <b>online</b> newsletters published by Plat Douet School and the Education Department. This includes the school's new <b>online</b> newsletters.	
I give permission for my child's image to be used on the school website: <b>www.platdouet.sch.je</b> <i>Please note that we do not publish names and photos together.</i>	
I give permission for my child's image to be used on the <b>Plat Douet Facebook</b> page / <b>Plat Douet School Twitter</b> (@platdouetschool) account / <b>Plat Douet School Instagram</b> account when the school wishes to celebrate class or whole school activities. <i>Please note that we do not publish names.</i>	
I give permission for my child's name to be given to parents as part of a class list to assist with writing party invitations or Christmas cards. <b>(Nursery to Y2 only)</b>	
I give permission for my child's name, age and work to be entered into competitions, such as the Jersey Eisteddfod.	
I wish to receive opportunities and information pertaining to school activities from the school PTA.	

We believe it is an important part of children's education for them to take part in educational visits and we therefore also request that you indicate your consent below.

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I give permission for my child to take part in any educational visits planned for the year group or school on island.	
I give permission for my child to be transported by coach or car (parent or staff) to places of local interest.	

### GDPR and direct marketing

We will continue, over the next 12 months, to send out information via InTouch regarding fundraising, and attach flyers from data controllers such as Jersey Sport and Jersey Music Service. If we have details in our newsletter, for example, stating 'cake sale for Variety', that is considered under the revised law to be direct marketing because it comes directly from school to your inbox. Should you not wish to receive this information, or the flyers mentioned, please email [admin@platdouet.sch.je](mailto:admin@platdouet.sch.je)

**You have the right to opt-out and withdraw consent from any of the services listed above at any time. Should you wish to withdraw consent then please email the school office [admin@platdouet.sch.je](mailto:admin@platdouet.sch.je)**

For more information on any of the services listed above then please contact the schools Data Protection Officer, Mr. Phil Walker at [p.walker@platdouet.sch.je](mailto:p.walker@platdouet.sch.je)

Please could we ask you to sign this document below and return it to the school office. A copy of this data checklist can be found at [www.platdouet.sch.je](http://www.platdouet.sch.je) for your reference.

Child's Name: .....

Child's Class.....

Parent / Guardian signature: .....

Relationship to child: .....

Date: ..... *Please be aware that if your child is taking part in any school productions or class assemblies, then photographs or videos may be taken by members of the audience. If you do not wish your child to be photographed in this way, then please ensure that you formally request that they do not take part in the production.*

**It is the parent / guardian's responsibility to ensure that the contact details held by the school are up to date. Please let us know immediately of any changes.**