

St Martin's School : 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.

Data Gathered	Initial (to give consent)
I give permission for the school to contact me via InTouch , an email messaging service hosted through the schools management system, with information directly related to school.	
I give permission for the school to contact me via InTouch , an email messaging service hosted through the schools management system, with information related to the school PTA.	
I give permission for the school to contact me via InTouch , an email messaging service hosted through the schools management system, with information related to community/charity events happening in St Martin's linked with school.	
I give permission for my child's name, date of birth and records of learning to be uploaded to Early Excellence (EeXAT) . <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. Nursery & Reception parents only.</i>	
I give permission for my child's image to be used on the school website: www.stmartin.sch.je <i>Please note that we do not publish names.</i>	
I give permission for my child's name and date of birth to be used on Junior Librarian . <i>This is a web-based application that enables us to manage the delivery and signing out of library books to your child.</i>	
I give permission for my child's details to be used by 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.	Name & Image
	Name only
	Image only
I give permission for my child's details to be given to Cardwell Photography 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's name and image to be used in brochures, leaflets, displays (including classroom displays) and newsletters published by St Martin's School and the Education Department. This includes the schools regular newsletters.	
I give permission for my child's first name to be given to parents of classmates as part of a class list to assist with writing party invitations or Christmas cards.	
I give permission for my child to take part in any educational visits planned for the year group or school on island. We will ask separate permission for residential trips.	

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@stmartin.sch.je .

Please turn over this page and sign the consent on the back of the form.

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For more information on any of the services listed above then please contact the schools Data Protection Officer, Mrs Jenny Posner (j.posner@stmartin.sch.ie).

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.stmartin.sch.ie for your reference.

Child's Name:

Child's Class:.....

Parent / Guardian signature:

Relationship to child:

Date:

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.