



Headteacher: Mrs Y Bishop NPQH  
Executive Lead: Mrs S Young NPQEL

admin@castilion.bexley.sch.uk  
Tel: 020 8311 5177  
www.apat.org.uk

22<sup>nd</sup> September 2022

Dear Parent/Carer

## CARING FOR YOUR INFORMATION

As part of our ongoing process of meeting Data Protection requirements and best practice, we would like to take the opportunity to update your permission preferences:

### Seeking your consent for certain activities

At Castilion we need to use information about your child in a number of different ways and this is explained in detail in the "Privacy Notice" on the school website. In addition, we'd like to check your consent for some of the ways we use this personal data. We set these out in more detail below. If you are not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing [admin@castilion.bexley.sch.uk](mailto:admin@castilion.bexley.sch.uk) or calling the school on 0208 311 5177. If you have any other questions, please do not hesitate to get in touch. If you do not consent to a particular use of your or your child's personal information, you/your child will not suffer any detrimental effect as a result.

Yours sincerely

Mrs Y Bishop  
Principal



Headteacher: Mrs Y Bishop NPQH  
Executive Lead: Mrs S Young NPQEL

admin@castilion.bexley.sch.uk  
Tel: 020 8311 5177  
www.apat.org.uk

### DATA PERMISSIONS

Please tick the relevant box(es) below, sign and return this form to school office.

We are proud to celebrate the achievements of all of our pupils in their academic, artistic and sporting endeavours. Photographs and videos of our pupils are often taken for use in displays, on our website and social media accounts and in school and external publications such as Newsletters. Pupils may also be filmed from time to time as part of the curriculum or a school production or to show the range of activities which take place at the school. These films may also be placed on the school website.

Photographs and DVDs may be also available for the school community to purchase. Annual school portraits are taken by an outside company, who can only use the images as agreed to in the contract with the school for taking the photographs. These are the pictures that are offered to families to purchase, and are used by schools for identification purposes on the school database.

#### **PLEASE CIRCLE YOUR REPLIES:-**

I give permission for my child to appear in school photography / video for use in and around school, in places that might be seen by visitors [YES] [NO]

I give permission for my child to appear in school photography / videos for use on:  
Castilion website [YES] [NO]

I give permission for my child to appear in school photography / videos for use in wider marketing materials for the school [YES] [NO]

I give permission for my child to appear in photographs such as annual class photographs which will be made available for other parents/carers to purchase [YES] [NO]

I give permission for my child to watch PG films [YES] [NO]

Child's Name: ..... Class: .....

Signed by: ..... Parent/Carer Date: .....