General Consent for Pupils 13+

FROM NOVEMBER 2026

Aquinas Church of England Education Trust

Policy control			
Title	General for Pupils 13+		
Responsibility	Data Protection Officer		
Review body	Chief Executive Officer		
Suite	Data Protection		
Approval date	**November 2026**		
Review date	September 2028		
Version	V2		
Version	**Date**	**Author**	**Note of revisions**
V1	8/10/24	MCA	Placed in new house style using the school bus template
V2	10/11/26	MCA	No Changes

Template

Data Protection General Consent Form for Pupils 13+

This consent form is for pupils registered at **Rye College** (the Academy) part of **AQUINAS Church of England Education Trust** (the Trust).

This form explains the reasons why and how the Trust and Academy may wish to use your personal data, including images and videos, in Trust and Academy publications, marketing material (including digital), websites and third party online educational platforms. Please read the form thoroughly and confirm if you give your consent as appropriate.

Name of pupil:	
Year:	

Why do we need your consent?

The Academy collects a lot of data and information about pupils attending the Academy so that it can run effectively as a school and safeguard pupils and so the Trust can meet its responsibilities as the admission authority. For most personal data collected or created by us about you and processed by us (including images and videos), we do not require your consent as the data protection legislation provides us with a legal basis to use your personal data to do so. Please see the Trust's data protection policy for more information about our legal basis for processing personal data. A copy can be accessed at https://www.aquinastrust.org/Policies/

Our privacy notice explains how and why we collect your personal data, what we do with it and what rights you have in relation to the personal data and information collected. We also have a privacy notice written in child-friendly language, to aid your understanding of your rights in relation to your data. A copy of this can be accessed at https://www.aquinastrust.org/Privacy-at-Aquinas/

However, we do need consent for the use of your personal data (including images and videos) where such use does not strictly fall within the remit of running our schools and educating and safeguarding pupils. As the data protection legislation considers you mature enough to make decisions about how your personal data is used, the Trust and the Academy requests your consent for the use of your personal data (including images and videos) for the purposes detailed below. As a matter of courtesy your parents/ carers will be advised that your consent has been requested. The use envisaged being the inclusion of your personal data (including images and videos) in:

- Trust and Academy publications.
- Trust and Academy social media accounts such as X formerly known as Twitter, Facebook and Instagram.
- Academy visual displays.
- Academy productions.
- Marketing material (including digital).

- Trust and Academy websites.
- Third party online educational platforms.

Without your consent, we will not use your personal data (including images and videos). Similarly, if there are only certain conditions under which you would like your personal data (including images and videos) to be used, the Academy will abide by the conditions you outline in this form. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

Why do we use your personal data including images and videos?

The Academy may create and/or use existing personal data of you as part of displays to celebrate school life and pupils' achievements; to promote the Trust and the Academy on social media and on our websites; and for other publicity purposes in printed publications, such as newspapers. In addition, personal data may be used in printed publications such as the newsletters to acknowledge pupil achievements or participation in events. The personal data used can include name, images and video, name of the Academy, age and year group.
Where we use images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

Who else uses your personal data (including images and videos) ?

It is common that the Academy is visited by representatives of the Trust, local media and press, who may take images or videos of school events, such as sports days and school plays. You may appear in these images and videos, and these may be published in local or national newspapers, social media or on approved websites.
The following organisations may use your images and videos and/ or name:

- The Bromley Newshopper and other local newspapers.
- The Rochester Diocese

Where any organisations other than those above intend to use your images or videos, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- It is your responsibility to inform the Academy, in writing, if you wish to withdraw or amend the consent.
- The Academy will not use your personal details or full name alongside an image or video of you, on our website, social media, in our school prospectuses or any other printed publications.
- The Academy will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, social media, in our school prospectuses or any other printed publications.

- The Academy may use group or class images or videos with general labels, e.g. 'sports day'.
- The Academy will **only** use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The Academy will take class images which will include you which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use your personal data including images and videos for the reasons set out in this form if we have received this form back from you. Please therefore return this form to **the school office** so that we can update our records about whether you give your consent.

The Academy will **only** publish personal data including images and videos of you for the conditions that you provide consent for.

I provide consent to:	**Yes**	**No**
Using my personal data (including images and videos) on the school website.		
Using my personal data (including images and videos) on school display boards including hand-drawn images		
Using my personal data (including images and videos) on the screen in the main school reception		
Using my personal data (including images and videos) whilst taking part in school plays, nativities, class worships, church service		
Using my personal data (including images and videos) whilst taking part in the school sports day and school sporting events		
Using my personal data (including images and videos) whilst taking part in school trips and visits, school journey, visiting workshops		
Using my personal data (including images and videos) in school brochures, newsletters and other school publications for publicity purposes and in celebration of school life		
Using my personal data (including images and videos) on social media, including the following: • Facebook • Instagram • LinkedIn		
The local media using my personal data (including images and videos) to publicise school events and activities (**only** including the organisations outlined above).		

Sharing my personal data with a school-appointed external photography company for official school images. This includes the following: • Name • Class • Roll number		
Using my personal data (including images and videos) for online learning platforms – [insert]		

Refreshing your consent

Consent will also be refreshed where any changes to circumstances occur; this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos.
- Changes to your circumstances, e.g. safeguarding requirements mean your personal data cannot be used.
- Changes to your consent, e.g. amending the provisions for which consent has been provided for.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect your personal data (including images or videos) that has already used, shared or published in the manner for which consent has been previously provided, prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I, _____ (name of pupil), understand:

- Why my consent is required.
- The reasons why the Trust and the Academy uses personal data (including images and videos) of me.
- Which other organisations may use my personal data (including images and videos).

- The conditions under which the Academy uses my personal data (including images and videos).
- I can choose whether or not to give my consent, and the Academy will use my personal data (including images and videos) in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of pupil: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact Mr Dom Downes at office@ryecollege.co.uk or the Trust's Data Protection Officer, Mary Capon, at info@aquinastrust.org .