



# PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE - COVENTRY - CV5 7LR

TEL: 024 7646 6669 EMAIL: [adminstaff@parkhill.coventry.sch.uk](mailto:adminstaff@parkhill.coventry.sch.uk)

School website: [www.parkhill.coventry.sch.uk](http://www.parkhill.coventry.sch.uk)

Headteacher: Mr P Griffin

13<sup>th</sup> October 2020

Dear parents/carers,

You may already be aware of the recent changes in data protection: GDPR (General Data Protection Regulations). These have affected the way in which we can share information and the permission we need to obtain to share your child's data and photographs.

Due of Coronavirus, we are unable to accommodate the school photographer in the way we normally do. We are also unable to have additional children in school or mix 'bubbles'

However, we do feel that is important for you to have the chance to purchase a photograph of your child this year, so we are proposing to take a class 'bubble' photo rather than an individual one.

For us to be able to send these photos home, we must have the written permission from parents. If we do not have signed permission, then your child will not be able to be included in the photograph. All parents will be given the option to buy these 'Bubble' photographs.

Along with your permission, we also need your agreement that you will not share these photos with anyone else, reproduce the photos or upload any image on to any form of social media.

Please note that although we aim to control the data we process, photographs uploaded online will be accessible to the public. Information collected by the class teacher/school office will be stored securely on the school network and kept in line with the school retention schedule.

Photographs will be stored in line with our record retention schedule which can be found on the school website. This consent can be withdrawn by parents/carers at any time by informing Park Hill in writing.

As a school we do not intend to make money from this process. There will be a charge to cover the cost of a photographer and a print if you wish to purchase one. Please fill the form in below giving your permission and informing us if you are likely to be interested in purchasing a print for approx. £5. If for any reason we do not get enough interest to cover the cost we will write to inform you.

Please complete the slip below and return it to school by **Friday 23<sup>rd</sup> October**.

Kind regards,  
Park Hill Primary Leadership Team

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FOA - School Office (via class teacher please)

Child's name \_\_\_\_\_ Class \_\_\_\_\_

I give permission for my child to be part of a 'bubble'/class photograph.

I also confirm that I will not share any photos with anyone else, reproduce the photos or upload them to any form of social media.

Please TICK if you are likely to purchase a print for approx. £5

Signed \_\_\_\_\_ Date \_\_\_\_\_