



The Ladies' College Privacy / Data / GDPR Policy

Parental Consent 2018/2019

This form and the personal data held by us must be verified annually by parents/guardians of students of The Ladies' College.

Why does this form need to be completed?

The College is collecting the information contained on this form in order to meet our statutory responsibilities for the education of children. Whilst some of the data we hold is of legitimate interest, such as web services (OneDrive, SharePoint, CEM Durham) there are other areas where we must seek your active consent. Accordingly, we need to establish the following information about you and your daughter to comply with these responsibilities under the Education Act 1996, the School Standard and Framework Act 1998, the Data Protection Act of 1998, the Data Protection (Bailiwick of Guernsey) Law, 2017 and the replacement GDPR legislation, May 2018, where we are required to ask for your active consent.

The personal information that you provide enables us to fulfil our contractual obligations in providing information about your daughter's progress and attainment and to inform you of events and activities.

What information is being collected?

The information we hold about you and your daughter must be accurate. Each year we ask that you inform us of any changes and agree to the detail that we hold. This information will be used to support us in meeting your daughter's needs in school (and linked with Elizabeth College as appropriate). It will be shared with external agencies, including the Education Services and those who have the duty to safeguard young people in our community.

In addition to the details on this form, your daughter's internal and external examination results are processed in order for us to monitor progress, provide advice concerning subject or course choices and produce value added statistics that help the College monitor its own performance.

We also need the active consent from your daughter once she has reached the age of 13 for the items listed overleaf, linked to her rights under the new GDPR. (We collect this at the start of Lower Five to process all changes for the year group, unless requested otherwise by you or your daughter).

For some information we are required by Data Protection Law to obtain specific and informed permission. These appear overleaf.

Your declaration

I understand that the information that the Ladies' College will use the information I am supplying to enable my daughter(s) to be educated at The Ladies' College. If I become aware that the College is holding inaccurate personal information, I have the right to have this information corrected or removed.

(Should the agreement be different amongst your daughters, please submit separate forms).

I also give my informed consent to the College to:	PLEASE TICK ALL THAT APPLY
administer first aid to my daughter	
include my daughter in College trips/ activities <u>on island</u> , as part of the taught curriculum. (All other trips have specific informed consent requirements).	
include my daughter in College trips/ activities <u>on island</u> as part of the wider curriculum. (All other trips have specific informed consent requirements).	
include my daughter's picture in various school publications and on social media	
name my daughter in external publications:	
College website (first name only)	
Social media (first name only)	
iLex (full name)	
Newspapers (full name)	
Other publications linked to College	
I also understand that the information I supply may be shared with the Education Services and other agencies involved with the health and welfare of children and young people, as a result of legitimate interest	

We ask you to be aware that we have the facility to monitor / log individual access and use of websites and various search engines which are accessed using College systems.

Name of daughter	Year group

Signed: Parent/Guardian* Date:

Please print:.....

Signed: Parent/Guardian* Date:

Please print:.....

*We ask that where applicable both parents sign this form. For families where parents do not live in the same home, separate forms will be required.

Changes to our Privacy / Data / GDPR Policy

We keep our Privacy / Data / GDPR Policy under regular review and updates will be available on our web site.

How to contact us

Please contact us if you have any question about our Privacy / Data / GDPR Policy or information we hold about you or your daughter.

By email: registrar@ladiescollege.ac.gg

By phone: 01481 721602

Or write to: The Registrar, The Ladies' College, Les Gravées, St. Peter Port, Guernsey, GY1 1RW