<<While GCSEPod has been leading the way with GDPR compliance in ed-tech, we are not legal experts and accept no legal liability from the use of this templates. We strongly suggest you consult your legal team to tailor the template to your institution’s particular circumstances.>>

Dear Parent/Guardian,

[SCHOOL NAME] has purchased a subscription to GCSEPod, an award winning educational resource, for your child to use.

In order for your child to use it, however, we need the informed consent of their legal parent or guardian. Please find overleaf a schedule of the data needed, and a summary of what it will be used for.

Please read the schedule overleaf, and sign as appropriate. The data marked ‘mandatory’ is required for GCSEPod to run, and the data marked ‘extended’ is useful to the school for marking and reporting on usage, but not necessary.

You are not obligated to give permission for either section. Without the mandatory data, however, GCSEPod can’t function for your child, so by not signing it, you accept that they will not be able to have access to the resource.

With the extended data, you can consent to only some of it. If you wish to partially consent, please sign below, and cross out data you don’t want used in the table below.

You have the right to withdraw consent for your child at any time.

I, the legal parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have read and understand the information overleaf outlining what data [SCHOOL NAME] wishes to transfer to GCSEPod for processing, and hereby give permission for the following:

GCSEPod may process the mandatory data pertaining my child only for the specific purposes outlined for the provision of the service.

Signed …………………………………………………………………………………………………………………………………………………

GCSEPod may process the extended data pertaining to my child only for the specific purpose outlined for the provision of the service. I have crossed out any data in this section I don’t wish to be used for my child.

Signed …………………………………………………………………………………………………………………………………………………

Mandatory data:

|  |  |
| --- | --- |
| **Data Type** | **Why** |
| Student data | |
| MIS ID | * This is an auto-generated number given to a student when they are entered into the school database and it allows GCSEPod to recognise the student if their data changes. |
| Date of birth | * Used when a student first activates their account to confirm their identity * Reduces the chance of two students being confused for one another in the system * Used when a student needs to recover a lost/forgotten password. |
| Surname | * Used when a student first activates their account to confirm their identity * Reduces the chance of two students being confused for one another in the system * Used when a student needs to recover a lost/forgotten password. * Used to identify a student when setting and marking assignments, and monitoring usage of GCSEPod. |
| Forename | * Used when a student first activates their account to confirm their identity * Reduces the chance of two students being confused for one another in the system * Used when a student needs to recover a lost/forgotten password. * Used to identify a student when setting and marking assignments, and monitoring usage of GCSEPod. |
| Admission number | * Reduces the chance of two students being confused for one another in the system when data is moved |

Extended data (cross out data you don’t want used):

NOTE: If any of these items is crossed out for any pupil, you must turn that data off for the whole school. GDPR requires that consent is granular and where possible, doesn’t prevent the provision of service.

|  |  |
| --- | --- |
| **Data Type** | **Why** |
| Student data extended | |
| Pupil premium indicator | Used to help school measure impact of key demographics. |
| Gifted | Used to help school measure impact of key demographics. |
| English as an additional language | Used to help school measure impact of key demographics. |
| Gender | Used by staff members to analyse usage. |
| Primary email address | Used as a unique identifier for certain integrations with other IT resources (e.g. Office 365 and Firefly VLE). |
| Unique pupil number | Used as a unique identifier for Moodle, Frog and Realsmart VLE integration. Also used if a school creates custom groups via CSV upload. |