



**THREE
LANE ENDS**
ACADEMY
THRIVE • LEARN • ENJOY • ASPIRE

September 2018

Dear Parent/Carer,

At Three Lane Ends Academy, we use information about your child in a number of different ways, and we'd like 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 listed, please contact the office. We will accommodate your preferences where possible.

Similarly, if you change your mind at any time, you can let us know by contacting the school office.

If you have any other questions, please get in touch.

Yours sincerely

Mandy Mattison
School Business Manager



Three Lane Ends Academy
Methley Road, Castleford
West Yorkshire WF10 1PN

Telephone: 01977 524483

Email: headteacher@tleacademy.co.uk



Photos and videos

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.

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

Use of Photos	Tick (✓)
I am happy for the school to take photos of my child.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in printed school materials, for example, the school prospectus.	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on social media, for example Twitter.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am NOT happy for the school to take or use photos of my child.	

Name of child	
Name of parent / carer	
Signature of parent / carer	
Date	
Signature of pupil	
Date	

