



## SFCE-GDPD-001-102018 - Student Registration and Consent Form

### General Information

This information is being collected legitimately in view of the educational service required to be rendered by our school as a licensed educational institution under the Education Act (Chapter 327 of the Laws of Malta). In valuing the privacy of personal data, the school stores, handles and processes this data, in a respectful and lawful way in accordance with the General Decree on the Protection of Data<sup>1</sup> (GDPD) of 2018 and the Education Act (ibid.) as well its subsidiary legislations, in particular S.L. 586.07-2015.

Both parents/guardians are kindly required to take responsibility in duly compiling and signing all applicable fields. From our part, unless specified otherwise or provided for by law, the school is committed to:

- Ensure the integrity of data, keeping personal data in a secure and controlled environment;
- Grant access to personal data only to authorised officials and on a need to know basis;
- Process personal data solely in relation to the legitimate provision of the educational service;
- Destroy all sensitive data within one week of termination of the student's education at our school;
- Indefinitely retain essential student data for historical purposes and in the individual's best interest.

#### A. Student's Details

Name			Surname		
Identity Card Number			Date of Birth		Nationality
Address					Post Code

#### B. Parent's/Guardian's Details

Parent/Guardian 1		Parent/Guardian 2	
Name		Name	
Surname		Surname	
Identity Card Number		Identity Card Number	
Address		Address	
<i>If different from Address in Student's Details</i>		<i>If different from Address in Student's Details</i>	
E-Mail Address		E-Mail Address	
Contact Telephone 1		Contact Telephone 1	
Contact Telephone 2		Contact Telephone 2	

In upholding and recognising parental rights and obligations, the school uses the contact details provided above in emergency situations, and to establish and maintain effective communication with parents/guardians, including transmission of school initiatives, educationally valid information and/or pertinent information having content related to our individual/collective social responsibility. **The school may not be held responsible if it fails to act in response to any legal, medical or other situation impacting on the wellbeing of the student about which it was not informed.**

Any correspondence will be sent on the details provided for Parent/Guardian through electronic mail or by printed circular

Yes  No

\_\_\_\_\_  
Signature – Parent/Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Parent/Guardian 2

### C. Sharing of Information

In complying with national legislations and regulations, the school may be required to share information related to the educational service provided to students. The school is seeking your consent to share information with:

Examination Boards

Yes  No

Required when applying for national exams.

This will include sharing of sensitive data in case of requests for access arrangements.

Another School

Yes  No

Required when shifting to another school, unless parents/guardians wish to take responsibility of sharing information themselves.

Including Sensitive Data

Yes  No

Medical Professionals\*

Yes  No

\* Limited to authorised Medical professionals from the Ministry for Health.

This includes sharing of sensitive data in view of the nature of medical matters. Medical Professionals visit schools as part of prevention initiatives.

The school commits to maintain a privacy policy in which none of your personal data may be shared with third parties unless we have your informed and explicit consent as may be contained within this form, or in any other separate ad hoc forms which may be required to be issued for particular initiatives.

### D. Processing of Audio-Visual Records

1. Like all active organisations, communities and families, the school captures, stores and makes use of still images as well as audio-visual recordings primarily, but not exclusively, to share and celebrate accomplishments. In specific circumstances, there may also be processing of such records for curricular purposes. In view of this, you are kindly required to express your consent or otherwise on each of the following:

2. The school is authorised to capture and make use of Still Images of the student for:

School Printed Publications Yes  No

School Website Yes  No

School Social Media Profile Yes  No

Broadcasting Media Yes  No

3. The school is authorised to capture and make use of Audio-Visual (AV) Records of the student for:

School AV Publications Yes  No

School Website Yes  No

School Social Media Profile Yes  No

Broadcasting Media Yes  No

4. The School is authorised to capture and make use of Still Images and Audio-Visual (AV) Records of the student for curricular purposes. This may include recordings of practical assessment to give feedback and as a quality assurance mechanism to ensure validity and reliability of assessment.

Yes

No

*Non-Consent in this clause could affect the educational service provision offered, especially in relation to national assessments. In case of difficulty contact the school.*

**5. No image, AV record, or reference to staff, students, school premises, school uniform or regalia that pertains to the school, may be reproduced and/or published on printed and/or digital media, including the World Wide Web (WWW) WITHOUT the written and explicit consent of the Head of School.**

To this end it is unlawful for any student or parent/guardian to post photos or details on the internet (in both public or private groups) that can in any be related to our school. We are asking for your co-operation to ensure that if any such images or references are available, they are removed at once.

Signature – Parent/Guardian 1	Date	Signature – Parent/Guardian 2
Identity Card Number		Identity Card Number

**E. Educational Visits**

The school regularly organises educational visits as part of the holistic curricular experience. These visits are an integral part of the school programme and experience has taught us that the out-of-class environment proves to be very effective in multiple ways. Given the variety of visits that may be organised, the school will be issuing notifications and will be seeking your consent for the student’s participation prior to each educational visit.

I/we confirm to have read and agree with the content of this section.

*Kindly tick (✓) the box above to indicate agreement.*

**F. Data Processors**

The school relies on services provided to it by Data Processors. These include:

- Officials within the Secretariat for Catholic Education (SfCE), which as part of the Church Authorities structure requires access to the school’s data in order to provide the school with the required service and support.
- Specific Departments within the Ministry for Education and Employment, as governed by Law, which request data (mostly anonymous, unless otherwise specified) for legislative and service provision purposes.
- The management information system operator, which as a third party service provider is commissioned by the school to digitally organise data and digital communication.

Kindly be reassured that we retain ownership and the related responsibility of such data, and that any data processor supporting or commissioned by the school is bound by the same legal safeguards for the protection of your personal data.

I/we confirm to have read and agree with the content of this section.

*Kindly tick (✓) the box above to indicate agreement.*

**G. Right of Withdrawal**

**Parents/guardians have the right to opt out of the consent given for any of the different aspects contained in this, or any other form issued by the school, at any time during the student’s duration at the School. This can be done by putting forward a direct written request addressed to the Head of School.**

I/we confirm to have read and agree with the content of this section.

*Kindly tick (✓) the box above to indicate agreement.*

**H. Student Wellbeing and Sensitive Data Processing Form**

Kindly be advised that **SfCE-GDPD-002-102018 – Student Wellbeing and Sensitive Data Processing Form**, which contains matters of a sensitive nature, is to be considered as a separate, yet complementary form to this Form (SfCE-GDPD-001-102018) to allow better compliance to the different parameters governing such data, especially further restricted access and specified retention period.

I/we confirm to have read and agree with the content of this section.

*Kindly tick (✓) the box above to indicate agreement.*

**I. Other Remarks**

Any additional remark or information necessary for the school:


_____ Signature – Parent/Guardian 1	_____ Date	_____ Signature – Parent/Guardian 2
_____ Identity Card Number		_____ Identity Card Number

*Thank you for duly compiling this Form.*