



LORETO SECONDARY SCHOOL, ST MICHAEL'S

CONVENT ROAD, NAVAN, CO MEATH, C15 YF83

Phone: (046) 902 3830

Email: officeadmin@loretonavan.ie

Website: www.loretonavan.ie

Student Podcast Participation & Parental Consent Form

School: Loreto Secondary School, St Michael's, Navan, Co Meath
Podcast / Project Title: _____
Teacher Responsible: _____
Approximate Recording Date(s): _____

1. Purpose of the Podcast

Loreto Secondary School, St Michael's may produce podcasts as part of educational or extracurricular activities. Students may participate as hosts, interviewers or contributors to discussions and will be identified by first name only during the podcast.

Purpose of this podcast project:

(e.g., Erasmus+, Transition Year Media Studies project, student wellbeing podcast, interview with a community guest, student-led school news podcast etc.)

2. Recording of Student Voice

Participation in the podcast may involve the recording of the student's voice. Recordings may be edited for clarity, length, or educational purposes before publication and used as part of the final podcast episode.

3. Publication

Podcast recordings may be published on the school website, the school's official digital platforms, and/or public podcast platforms (for example Spotify, Apple Podcasts or similar services). This means the recordings may be accessible to the public online.

4. Data Protection Notice

Loreto Secondary School, St Michael's will process your child's personal data (voice recordings and, where relevant, their first name or class group) for the purpose of producing and publishing the school podcast as part of educational and extracurricular activities.

The legal basis for processing this data is parental consent. Participation is voluntary and consent may be withdrawn at any time by contacting the school.

Recordings will be stored securely and retained in accordance with the school's Data Protection Policy. Further information about how the school processes personal data is available in the school's Data Protection Policy, which is available from the school office or on the school website.

For any data protection queries or to withdraw consent, please contact the school office at officeadmin@loretonavan.ie

5. Parent / Guardian Consent

Please tick the box below to indicate your consent.

☐ I consent to my child participating in the school podcast and to the recording and publication of their voice as described above.

6. Student Details

Student Name: _____
Class / Year Group: _____

7. Parent / Guardian Details

Parent / Guardian Name: _____
Signature: _____
Date: _____

8. Student Acknowledgement

I understand that my voice may be recorded for the school podcast and that the podcast may be shared publicly online.

Student Signature: _____
Date: _____