**Open Badge Factory (OBF) – Parent/Guardian Information & Consent Letter for issuing to children under 13**

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| **Purpose of this letter** |
| * Introduce parents/guardians to digital badges * Gather consent to issue badges to their child’s email address OR to parent’s email address. |
| **Notes** |
| Under GDPR, individuals aged 13+ are legally able to consent to their own data sharing and provide consent to be issued with digital badges.  For children younger than this, consent from a parent / guardian must be obtained before a badge can be issued to a child’s email address.  It is possible to issue to a parent / guardian on the child’s behalf so long as the appropriate legal basis is in place for processing the parent’s email address.  For more information, please see our support article, [Earner personal data, consent, and GDPR for issuing digital badges](https://knowledge.realideas.org/earner-personal-data-consent-and-gdpr-for-issuing-digital-badges). |
| **When to send** |
| When a child signs up to your activity / beginning of school year / as early as possible when it is confirmed that digital badging will be a feature of your activity. |
| **How to use this template** |
| Text highlighted yellow denotes information that you may need to edit before sending.  Please feel free to add any additional information that you feel is relevant for parents/guardians to know about your issuing activity. |

Text on page below

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Dear Parent/Guardian,

We are writing to let you know about an exciting development that [organisation name] is using to enable your child to build, and keep, a record of their achievements using digital badges.

As part of [insert name(s) of activity / activities] we will be awarding your child [a digital badge / series of digital badges] to celebrate and recognise the skills they have learnt and developed, so we wanted to provide you with some information about what is involved and ask for your support to carry this out.

**What are digital badges?**  
A smart, simple, and visual way of recognising learning and achievements outside of formal qualifications.

Remember that ‘certificate of achievement’ you got at school, or the sew-on badges you earned for swimming? Digital badges have the same idea but are awarded and stored entirely online – you can’t lose them down the sofa or behind the fridge, and the information contained within them can be used in a variety of ways.

**What can my child do with a digital badge?**  
Badges can be featured on CVs, shared on social media, or simply stored in a digital badge passport ready for future use.

While you might not be worrying about their career prospects at this time, the badge they have earned is a celebration of the new skills they’ve explored, you never know, this might be the start of a future in [enter sector / industry / learning area associated with this activity OR replace this section with more details about the purpose of your badging offer.]!

**What does this cost?**  
Claiming a digital badge is completely free.

**What is Open Badge Factory?**  
A web platform that enables us to issue badges to our [students/participants/learners].

**How does it work?**  
Issuing digital badges requires an email address.

Badges are delivered via email and do not require any kind of account to accept, however, there is an option to use a digital badge passport, My Skills Backpack, to collect, store, and manage badges in one convenient place.

**What now?**  
Children under the age of 13 need consent from a parent / guardian before they can be issued with a digital badge.

We would like you to confirm that you are happy for us to use Open Badge Factory to award digital badges to your child. There are two ways we can do this:

* Issuing direct to child  
  If you support your child to manage their own email address and feel comfortable doing so, you could provide us with consent to issue direct to this email address and help them to follow the process for managing badges themselves.
* Issuing to parent on child’s behalf  
  If you are uncomfortable providing your child’s email address, or they don’t yet have one of their own, we can issue badges to you on their behalf.

Please complete and return the relevant form below to provide us with your consent and preferred issuing method.

We look forward to hearing from you about this exciting opportunity for your child. If you would like to discuss the use of this technology with us before providing your consent, please contact [name and contact details].

Many thanks,

[organisation name]

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**Issuing direct to child**

I consent to [organisation name] using my child’s [personal email address/school email address] to issue digital badges via Open Badge Factory.

Name of child:

Child’s email address:

Signed by Parent/Guardian:

Date:

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**Issuing to parent on child’s behalf**

I consent to [organisation name] using my email address to issue my child’s digital badges via Open Badge Factory.

Name of child:

Parent/Guardian email address:

Signed by Parent/Guardian:

Date:

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