

Photographs and Video Consent Form



Achieving Success Together

Photographs and videos will only be collected and stored with a documented lawful basis.

Photographs and videos will be used where they are deemed essential for performing the public task of the school. Where photographs are required for other purposes, these purposes will be documented and explicit consent sought.

The retention period for photographs and videos is documented in the school's retention policy. At the end of the retention period photographs will either be destroyed, or may be retained for archiving purposes in the public interest.

Please also note that when your child is in a public venue (such as a county sports event) local media may take photos. You are able to object to this processing and we will give you prior knowledge if and when we know third-parties will be present at external events.

Where local media come into the school to take photographs, we will ask for consent for that specific purpose beforehand.

Where photographs are used as part of a display we will not accompany the photograph with any other identifiable information such as full names.

Photographs and video will only be taken using school equipment and must meet represent the school and children in positively – inappropriate, negative, embarrassing or distressful photos will not be used.

We recognise that parents, carers and family members may wish to record events such as school plays, sports days etc. to celebrate their child's achievements. The Data Protection Act does not stop parents from taking photographs or making recordings at school events but, parents are not permitted to take photographs or to make a recording for anything other than their own personal use. Recording and/or photographing other than for private use would require consent of the other parents whose children may be captured on film. Without this consent The Data Protection Act would be breached. **Parents are therefore not permitted to put images that involve children, other than their own, on any social media website or platform.**

The school may take photos or make recordings which may 'capture' the audience for example, at sports days, plays and performances and consent of individuals to publish is not necessary in this case. However, the school will inform parents/carers that photographs will be taken, by way of letters and information sent home. Photographs will not be used that would impact on your rights and freedoms and, you do have the right to

object if you are on a photograph that you do not want used. Please contact the school office in this case.

We collect and use photographs for the following purposes:

Please tick the box to confirm you agree to the use of photographs for that purpose:

For display in access controlled areas of the school (such as corridors, classrooms)	
For display in public areas of the school (such as the school office)	
For use in the school newsletter and other printed documents (such as the prospectus)	
For use on the school website	
For use on social media (such as the school Twitter or Facebook page)	
School photographs can be provided to the media for publication or broadcast	
For assessment purposes, including learning new skills and feedback	
Additional comments (from parent)	

If, at any time, you wish to withdraw consent, please ask the school office for a consent withdrawal form.

I have read and understood the information.

I agree for my / my child's photographs and video to be used for the purposes described.

Pupil Name	
Name of parent/carer	
Signature of parent/carer	
Date:	