

## IMAGES CONDITIONS & CONSENT

There are sometimes occasions when we wish to take photographs or make video recordings of pupils at our school. Sometimes this is strictly for educational purposes and on other occasions it may be for other purposes ancillary to the running of the school (eg taking photographs for use in brochures and the school's and Trust's websites). Similarly, there are occasions when the local press visit the School to record particular events (eg Children in Need or the new foundation classes starting school) and they may wish to publish photographs of children in newspapers or use recordings of the children on television when reporting these events.

In order to comply with the new General Data Protection Regulations, the School needs your specific consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities. We would therefore be grateful if you could answer the questions overleaf, sign each section, date the form and return it to us as soon as possible.

### Conditions of Consent

1. An Images Consent Database is kept in School showing parents' and carers' preferences with regard to the use of their child's image and name (as expressed on the Images Consent Form). Where a consent form is not held for a child, the school will not use their image.
2. The database will be consulted before images or names are used for any publicity purpose.
3. If consent has been given for all purposes, no further consent will be sought.
4. If consent has not been given, the parent or carer may be approached for permission to use their child's image either one time only, or in group photos, or in all future photos. The database will be updated accordingly.
5. Where possible, publishing close up or individual photographs of students will be avoided. The school's preference is to publish class, team or group images of pupils. The aim is to strike a balance between protecting pupils' identities and giving them due credit for their achievements.
6. Photographs published on the website, or elsewhere that include pupils, will be selected carefully and will comply with good practice guidance on the use of such images. The school will not risk the imaging of vulnerable children. Only images of children in appropriate dress will be used.
7. Names of pupils may be used in Press Releases and on the School's and Trust's websites as specified in the Images Consent Database.
8. Names will only be used in publicity where individual pupils are being congratulated on their achievements. Every attempt will be made to avoid identifying pictured pupils by name.
9. At any time, a parent or carer has the right to withdraw any or all consent previously given. This removal of consent will be actioned by the school without reasonable delay upon the submission of a signed letter requesting 'Withdrawal from Consent'.
10. Images will be deleted after use or in the case of the school's website or brochures kept with consent forms until they are no longer required.

***These Conditions of Consent are available on the school's website for your reference.***

# IMAGES CONSENT

Please complete in BLOCK CAPITALS)

**Pupil Surname:** ..... **Date Completed:** .....

**Pupil Forename:** ..... **Pupil's Date of Birth:** .....

**Parent/Carer Name:** .....

In order to comply with the new General Data Protection Regulations, the school needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities.

We would be grateful if you could answer all the following questions after reading the conditions of consent document overleaf. Each statement requires a signature to confirm preference.

	Parent/Carer Signature
I agree that the school can take photographs of my child which may be used in the school and Trust literature (eg newsletters, brochures, displays and other promotional material etc).	
I agree that the school and Trust can use images of my child on its website. (Please note the website can be viewed across the world).	
I agree that the school can use images of my child in video recordings to promote the school and Trust, within the local community.	
I agree that the school can take photographs and make video recordings of my child for the school and Trust's own records and archives (eg photographs of sports team).	
I agree for the press to take and use images of my child and understand that school may give my child's first name.	
I agree for an external company eg Tempest, to take school photographs of my child for personal purchasing.	

**Can we please remind you:**

**Use of Cameras and Digital Images (Parents/Carers) - 'THINK BEFORE WE POST'**

Woodlands Park Primary School are happy for parents and carers to take photos and videos at school events for personal use but please could we remind you that these images must not be distributed or put online unless they are only of your own children. This is to protect and safeguard all members of the community.

The Data Protection Act does not stop parents from taking images or videos at school events but you would breach it if you did not have the consent from other parents whose children might be captured in those photos or videos.