



14<sup>th</sup> May 2018

Dear Parents & Guardians,

## CONSENT FORM

The new Data Protection Act has changed the way schools process Pupil Data. We are now required to clearly state what our legal basis is for processing personal data about your child. For most school activities we believe that, *"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"* Simply, the Department of Education has given us the authority to provide Education Services to your child.

As part of our school activities, we may occasionally take photographs or video of the children that attend our school. These could be individually or in groups. We use these to record achievement and to celebrate those achievements within the school.

However, we also may wish to use these images in many other ways:

- school displays
- school publicity material
- school website
- school newsletter
- local or national media
- Facebook page
- Twitter account

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child to use in this way.

Please read the terms and conditions over page then complete the form attached and return to Mrs J Dempsey. If you ever need to withdraw consent for any reason, please do so in writing to Miss C Richardson, Head of School.

Thanking you in advance for your co-operation in this matter.

Yours sincerely,

Miss C Richardson  
Head of School

## Terms and Conditions

1. This form is valid for the period your child attends this school.
2. Please write to the school if you wish to withdraw consent at any time.
3. The images we take will be of activities that show the school and children in a positive light.
4. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
5. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
6. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain explicit permission from the parent before using the image.
8. We will only use images of pupils who are suitably dressed.
9. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
10. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.*

**Please complete the form below, sign and date and return to the school. It is important to tick all boxes that apply. Where forms are incomplete we will assume permission has not been given.**

Type of Consent	Yes	No
I give consent for my child's photograph to be used within the school for display purposes		
I give my permission for my child's image to be used in Learning Journeys or Records of Achievement belonging to other children.		
I give consent for my child's photograph to be used outside the school for publicity purposes		
I give permission for my child's photograph to be used on the school website.		
I give permission for my child's photograph to be used in the school newsletter.		
I give permission for my child's photograph to be used in the school social media accounts e.g. Facebook, Twitter.		
I give permission for my child's photograph to be used in local and/or national media		
I give permission for my child to have a school photograph taken which will be available to purchase. I understand the name of the Photographer will be published at the time of taking.		
I give permission for my child to be filmed by the school during school productions.		

**You may withdraw consent at any time by writing to Miss C Richardson. This includes our use of images once your child has left the school.**

### **Video Filming**

During school productions we accept that many parents may wish to film their child. However, all parents must agree to the following terms and conditions:

- **All filming is for personal use only and must not be shared with external agencies**
- **No video, film or still photography from school events may be posted to any form of social media.**

**Please ensure you complete and sign the following page.**

I confirm that I have read and understood all school terms and conditions and that I agree to abide by their use.

Name of Child	Class
Name of Parent/Guardian (please print clearly)	
Signature of Parent/Guardian	Date

### Video Filming

I understand that if I film my child during any school activities, I am agreeing to the Schools terms and conditions especially regarding the use of social media.

I accept that I will be held responsible where any images I may have shared with others (e.g. family members) are uploaded to social media.

Signature of Parent/Guardian	Date
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