

## General Photography Consent Template

**[School Name]**

### Consent for Students to appear in photographs or videos and how they will be used

We occasionally take photographs of the children at our school. These images may be used in [INSERT HOW YOU WILL USE, e.g. our school prospectus, in other printed publications that we produce, on our school website, on project display boards in school, etc.]. We may also make video or webcam recordings for [INSERT HOW YOU WILL USE, e.g. school-to-school conferences, examinations and coursework].

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. Please return the completed form to the school as soon as possible; we will not use a photograph or video of your child for the purposes listed overleaf without consent.

Please note there are certain activities where we do not use consent as the basis for processing your child's data. There are described in our Privacy Notices available on our website or on request from the School Office. For example, we may take photos/video of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so or you have given your specific consent.

Where your child is over 13 years of age, we recommend that you complete this form with them, as children may be able to decide how their data may be used in certain circumstances; this can include providing consent to the use of photographs or videos of themselves.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, you can contact the School Office.

#### **Conditions of Use:**

- This form will be valid for new images/video captured throughout the duration of your child's time at the school (unless you withdraw or alter your consent). Your consent will automatically expire after this time.
- Images/video captured will be kept by us in accordance with our retention schedule and securely destroyed after the relevant time period has elapsed or following the withdrawal of consent where appropriate.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption without consent, nor will we include any other personal data.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies) and, when copied from the website, images and information can no longer be controlled by the school.

Further information on how we use your data and your child's personal data can be found in our Privacy Notice(s) available on our website or on request from the School Office.

Description of the use of Photographs or Images	Please tick	
	Yes	No
<p>May we use your child's photograph and first name on display boards within the school building?</p> <p>Please note: Displays are generally viewed by staff, pupils, parents, guardians and other visitors to the school</p>		
<p>May we use your child's photograph in the school hard-copy prospectus and other printed publications that we produce for promotional purposes?</p> <p>Please note: Printed publications are available to anyone</p>		
<p>May we put your child's photograph and/or name on the school's website, including in online publications such as an online prospectus and other promotional material?</p> <p>Please note: Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school</p>		
<p>May we use your child's photograph and name on Social Media [specify type]?</p> <p>Please note: Social Media can be viewed throughout the world, not just the United Kingdom where UK law applies and if copied from Social Media, images and information can no longer be controlled by the school</p>		
<p>May we record your child on video for [INSERT WHEN YOU MAY DO THIS, e.g. Nativity play, internal school events, external school events and trips].</p> <p>Please note: this may include your child's voice as well as their image. Videos will only be made available to parents/guardians of the children featured</p>		
<p>May we photograph your child individually in order to offer you school photographs of your child?</p> <p>Please note: Images will only be made available to parents/guardians of the child featured</p>		
<p>May we photograph your child with their class or year group in order to offer you school photographs of your child?</p> <p>Please note: Images will only be made available to parents/guardians of the children featured</p>		
<p>May we photograph your child with their sibling(s) in order to offer you school photographs of your child? (please provide name(s))</p> <p>Please note: Images will only be made available to parents/guardians of the children featured</p>		
<p>[INSERT ANY OTHER USES OF PHOTOGRAPHS/VIDEOS YOU WISH TO GAIN CONSENT FOR]</p>		

Name of Child: .....

Name of Parent/Carer: .....

Signed:

(Parent/Carer) .....

Date: .....

Specific Media Consent Template

[School Name]

Specific Consent for Children to Appear in Photographs or in Videos

Occasionally, our school is visited by the media who will take photographs or film footage of a high-profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes. One such event is due to take place and I am writing to inform you of this and ask permission for your child's involvement.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use below before completing and signing and dating the form below. Please return the completed form (one for each child) to the school as soon as possible; we will not allow your child to be involved with the media coverage without your consent.

Where your child is over 13 years of age, we recommend that you complete this form with them, as children may be able to decide how their data may be used in certain circumstances; this can include providing consent to the use of photographs or videos of themselves.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, you can contact the School Office.

**Conditions of Use:**

- This form is valid [INSERT TIME VALID FOR e.g. for the duration of the event] (unless you withdraw or alter your consent). Your consent will automatically expire after this time.
- We may keep copies of the images/video captured in accordance with our retention schedule and will securely destroy them after the relevant time period has elapsed (or following the withdrawal of consent where appropriate). Please be aware that the media outlet will keep images/video in accordance with their own retention policies.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies) and,

**Please note:** if you give permission for your child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story
- It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs)
- It is possible that the newspaper will republish the story on their website or distribute it more widely to other newspapers.

Further information on how we use your data and your child's personal data can be found in our Privacy Notice(s) available on our website or on request from the School Office.

Please be aware that the media outlet will have their own privacy notices setting out how they will use your personal data. Please contact them for more information.

when copied from the website, images and information can no longer be controlled by the school.

<b>Description of event:</b> [INSERT description here]		
<b>Purposes for which the [DELETE AS APPROPRIATE photograph/video/child's name] will be used:</b> [INSERT purpose here]		
<b>Description of coverage:</b> [INSERT names of newspapers/TV channels and any other relevant details]		
<b>Consent</b>	Please tick	
	Yes	No
<b>May we allow your child to appear in the media coverage as described above?</b> Please note: once a photograph appears in the media the school has no control over who else may use the images/storyline		

Name of Child: .....

Name of Parent/Carer: .....

Signed:

(Parent/Carer) .....

Date: .....