

# Scole CEVC Primary School

# Photographs and Video

# Consent Form

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 will be documented in the 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 names.

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

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 reception)	
For use in the school newsletter and other printed documents (such as the prospectus)	
For use on the school website	
School photographs can be provided to the media for publication or broadcast	
For use in Learning Journeys and in exercise books	
By the school photographer (tempest or equivalent) and with siblings for the annual school photographs	
For a class or whole school photograph that may be sold to other parents/carers	

**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:	

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