

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. *Students/Pupils* and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publicly shared by any means, only your child's **delete as relevant** first name/initials will be used.

The school will comply with the Data Protection Act and request parent's/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other *students/pupils* in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree. As the school is collecting personal data by issuing this form, it should inform parents/carers as to:

This Form (electronic or printed)

- Who will have access to this form
- Where this form will be stored
- How long this form will be stored for
- How this form will be destroyed

The Images

- Where the images may be published. Such as; Twitter, Facebook, the school website, local press, etc. (see relevant section of form below)
- Who will have access to the images
- Where the images will be stored
- How long the images will be stored for
- How the images will be destroyed
- How a request for deletion of the images can be made

Digital/Video Images Permission Form

Parent/Carers Name:..... Student/Pupil Name:.....

As the parent/carer of the above student/pupil, I agree to the school taking digital/video images of my child/children. Yes/No

I agree to these images being used:

to support learning activities.	Yes/No
in publicity that reasonably celebrates success and promotes the work of the school.	Yes/No
Insert statements here that explicitly detail where images are published by the school	Yes/No

I agree that if I take digital or video images at, or of school events which include images of children, other than my own, I will abide by these guidelines in my use of these images. Yes/No

Signed:

Date: