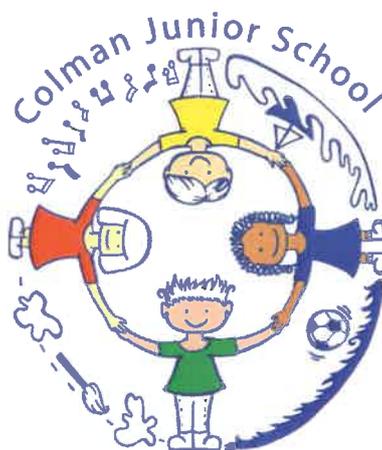


Mrs Julie Sandford
Headteacher



South Park Avenue
Norwich NR4 7AU

July 2019

Dear Parent/Carer

2019/2020 Academic Year - Updated Photographs and Video Consent Form

We are in the process of updating our Photographs and Video Consent Form for the new academic year and would be grateful if you could kindly complete the attached form for your child. Please could you read through and tick which boxes you agree consent for the use of photographs and then complete the box at the bottom of the form and return to the School Office.

Many thanks,

A handwritten signature in black ink, appearing to read 'Julie Sandford', written in a cursive style.

Julie Sandford
Headteacher
The Colman Federation

Enc

Photographs and Video Consent Form - 2019/2020

Step 3

Our policy for school photographs/videos

Photographs and videos are used in our school for many different reasons, but they 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 a school establishment, as outlined in the Colman Junior School's data protection policy. When required for other purposes, these will be documented and explicit consent will be sought from parents/pupils as outlined below.

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 they may be retained for archiving purposes in the public interest.

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.

Consent will be sought from parents/carers of pupils.

Where parental consent has been obtained, we will use this as the lawful basis for processing photographic personal data until the pupil is able to either confirm or withdraw consent.

Public events and external media

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.

We collect and use photographs for the following purposes.

Please tick each 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)	<input type="checkbox"/>
For display in public areas of the school (such as reception)	<input type="checkbox"/>
For use in the school newsletter and other printed documents (such as the prospectus)	<input type="checkbox"/>
For use on the school website	<input type="checkbox"/>
For use on social media (such as the school Twitter and Instagram page)	<input type="checkbox"/>
School photographs can be provided to the media for publication or broadcast	<input type="checkbox"/>
For an external photographer to take individual or class photographs that you and others may purchase	<input type="checkbox"/>

I have read and understood the information.

I agree for my child's photographs and video to be used for the purposes I have consented for above.

Pupil name	
Name of parent/carer	
Signature of parent/carer	
Date:	

If you wish to withdraw consent at any time, please fill in a consent withdrawal form available from our website or from the school office. We aim to remove all materials within one month.