



# Ordsall Primary School

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## GDPR - Photographs Consent Form

**Name of Child:** ..... **Class:** .....

Occasionally, we may take photographs of the children at our school. We may use these images as part of our school displays, on our website, Facebook page and Twitter account. We may also make video or webcam recordings for monitoring or other educational use.

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. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

From time to time, our school may be visited by the media or external enrichment providers who will take photographs or film footage. Pupils will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes. To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school office.

### Please circle your answers

1. May we use your child's image on our website? Yes/ No
2. May we use, if selected your child's work on our website? Yes/ No
3. May we use your child's image on our Facebook page? Yes/ No
4. May we use, if selected your child's work on our Facebook page? Yes/ No
5. May we use your child's image on our Twitter page? Yes/ No
6. May we use, if selected your child's work on our Twitter page? Yes/ No
7. May we record your child's image on video or webcam? Yes/ No
8. Do you consent to your child's image being published with a press photograph? Yes/ No
9. Do you consent to your child's image to be used within school for display purposes? Yes/ No

### Please note:

Conditions for use of these photographs are on the back of this form. I have read and understood the conditions of use on the back of this form.

Signature:..... (Parent/Carer) Date:.....

Parent / Carer Name:.....

## Conditions of School Use:

This form is **valid indefinitely** from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time.

- We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website or on social media platforms.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or on social media platforms.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may include, if selected work from pupils.
- We may use group or class photographs or footage with very general labels, such as “a Science lesson” or “making Christmas cakes”.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Parents / Carers consent will be recorded on the school's Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for. The paper copy will be retained on school file up to a year after your child leaves this school.
- As the child's parents/carers, you agree that if you take photographs or video recordings of your child/ren which include other pupils, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the Data Protection Act 2018 if you used the recordings for any wider purpose.

Yours sincerely



Karl Hopkinson  
Head Teacher