



Neatishead & Salhouse Federation

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 photos 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 meet represent the school and children in positively – inappropriate, negative, embarrassing or distressful photos will not be used.

Consent will be sought from parents/careers until the age of 12 or where the data subject is able to demonstrate an understanding of their data rights. Where parental consent has been obtained we will use this lawful basis until the data subject can demonstrate their understanding to either confirm or withdraw their own consent.

DOCUMENT HISTORY & TEMPLATE

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	
For use on social media (such as the school Twitter or Facebook page)	
School photographs can be provided to the media for publication or broadcast	

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/pupil*	
Date:	

*where the pupil can demonstrate and understanding of their data rights

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