



St Joseph's Catholic Primary School

PHOTOGRAPHY AND IMAGES PARENTAL CONSENT INFORMATION

This form explains the reasons why and how we may use photographs and images of your child. Please read it thoroughly and outline your agreement as appropriate.

Why do we need your consent?

St Joseph's Catholic Primary School requests the consent of parents to use images and videos of their child for a variety of different purposes. Without your consent, the school cannot use images and videos of your child.

Why do we use images and videos of your child?

We use images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school; and for other publicity purposes in printed publications, such as newspapers. We may take images or videos of individual pupils and groups of pupils to use on Twitter, the school website, in the school prospectus and other printed publications, such as a newsletter.

- Where the school uses images of individual pupils, the full name of the pupil will not be disclosed.
- Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text.

Who else uses images and videos of your child?

The school may be visited by local media and press, who may take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

What are the conditions of use?

- This consent form is valid for the time your child is at St Joseph's School.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will remind parents of their right to change/amend their consent on an annual basis.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use pictures of work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.

- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will appoint a professional photographer to take class and individual images of your child/ren which are available to purchase annually.

Providing your consent

Please complete the Microsoft Form to provide consent. The school will only publish images and videos of your child for the conditions that you provide consent for. A separate form must be filled in for each child attending St Joseph's.

Changes to consent

Consent will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Mrs Therese Langford (Headteacher). A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to Mrs Therese Langford (Headteacher) at office@stjoesmalvern.worcs.sch.uk

All parents/guardians will be asked to complete the form below in May 2018 in order to meet the requirements of GDPR. If you have any questions regarding this form, please do not hesitate to contact the school office.