**HOLLINS GRUNDY PRIMARY SCHOOL**

Happiness, Health and Respect for Confident, Creative Learners

Taking and Using Photographs & Film Clips in School

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website and Twitter account. 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.

Photographs of individuals, groups or classes of children may appear in records of achievement and exercise books.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on associated websites.

To comply with the Data Protection Act 1998, 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. Please circle your answer

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Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for my child’s photograph to be used Yes / No

within school for display purposes and in portfolios of work and

exercise books.

I give permission for my child’s image to be used on our website and Yes / No

on the school’s social media sites (e.g. Facebook & Twitter)

I give permission for my child to appear in the media. Yes / No

I give permission for my child to have a school photograph taken. Yes / No

I understand that this printed/digital photograph can be purchased

by other parents.

I have read and understood the conditions of use on the back of this form.

Parent/carer signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You can withdraw your consent at any time by completing the form on our website and handing it in to the school office.

Conditions of use

* This form is valid indefinitely from the date you sign it.
* You can withdraw your consent at any time by completing the form on our website and handing it in to the school office.
* We will not re-use any photographs or recordings two years after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
* We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.
* 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 an individual 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 use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Christmas decorations’.
* We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
* Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.