



Fleggburgh CE Primary School

Photographs and Video

Consent Form

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/education establishment, as outlined in the 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.

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)	
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	
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 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.