

Consent for children to appear in photographs, video or sound recordings (and how they will be used)

We occasionally take photographs, videos or sound recordings of the children at our school. These images may be used on our website, or for marketing materials such as brochures. We may also make videos of school plays and performances.

All staff are aware of their responsibilities and they will always take care with how the images and sound are collected and how they are stored.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Pupil Privacy Notice on the policies page of our website <https://www.parkfieldschool.co.uk/key-information/policies>

We may also take photos of your child for celebrating learning on the school site (e.g. on display boards) identification purposes and for evidencing their educational development – such data will not be shared outside the school unless the law requires us to do so, or if you have given your specific consent. If you have any concerns about these photos being used within the school, please contact us.

Children in Early Years will have their photo taken during activities, in order to evidence the learning that has taken place. No names will be included, but your child may appear in a group photo in another child's learning record. Where possible we will ensure that other children are not identifiable e.g. include the backs of heads. If you have concerns about this, please contact your child's teacher.

Please note that **you can withdraw your consent at any time**. If you have any queries or wish to withdraw or review your consent, please contact the school office.

Conditions of Use:

- This form is valid for your child's time at the school. Your consent will automatically expire after this time.
- We will not usually retain other photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, could continue exist for a period of time after the child has left the school.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
- We will retain a small sample of photographs such as annual class photos that represent historical records for the school.
- If we publish photographs of individual pupils (with consent), we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data.
- We may publish group or class photographs or footage (with consent) with very general labels e.g. *'a science lesson'*.
- We will only use photographs and videos of pupils (with consent), who are suitably dressed.
- Parents should note that when images are published online, they can be viewed around the world and not just the United Kingdom (where UK law applies). Images and information copied from an online source cannot be controlled by the school.

Description of the use of Photographs, Video or Sound	Please circle	
Printed copies <i>(Please note: printed publications are available to anyone)</i>		
The school can use your child's image in the hard-copy prospectus and other printed publications or posters we produce for promotional purposes	Yes	No
School Photographer <i>(Please note: our photographer will take an individual photo of your child so we have a clear photo for their school record)</i>		
Your child can be included in the official class / whole school photo taken by our photographer <i>(Please note: a proof copy of this may be sent home to all parents/carers)</i>	Yes	No
Website and online use <i>(Please note: websites can be viewed around the world, not just the United Kingdom where UK law applies. Images and information copied from an online source cannot be controlled by the school)</i>		
The school can use your child's image for publicity in newspapers <i>(Please note: children will always be photographed in groups. Newspapers may publish the image on their own websites or social media outside of the school's control)</i>	Yes	No
The school can use your child's image on the school website , including online publications and online promotional material	Yes	No
The school can use your child's image and first name in our newsletter , which will also be published on our website and Facebook page	Yes	No
The school can use your child's image on our school Facebook page <i>(Please note: we will never name children on social media. We will not share posts/images to other Facebook groups or pages, but we cannot control other people sharing posts/images)</i>	Yes	No

Child's name.....

Child's year group.....

Print your name.....

Signed.....

Relationship to child.....

Date.....