

DS/DME

10th April 2008

Dear Parent / Guardian

re: **Consent for still and video images School Copy**

We have recently decided to update the method we use for obtaining your consent for taking and using photographs and videos of our pupils. We would ask you to read the following information, complete the consent section below and return it to your child's form tutor.

Occasionally, we may take photographs of the children at our school. In addition to using these for record keeping, we may record pupils in class for assessment purposes. We may also use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. We like to celebrate our pupils' success and such photographs/images are often required. However, on no account would pupils' personal details be published, and only school sanctioned information would be published/used. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Pupils Name: _____ Form: _____

Please circle your answer

Do you consent to pictures and videos of your child being taken and used for the purposes as outlined above. **Yes / No**

Do you consent to photographs and videos of your child being published on and off-line. **Yes / No**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please note that the conditions for use of these photographs are on a separate sheet.

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

Signed: _____ (Parent / Guardian) Date: _____

Name (capitals): _____

Yours sincerely

Mrs D M Edwards
School Manager / PA to Headteacher

DS/ DME

10th April 2008

Dear Parent / Guardian

re: **Consent for still and video images Parental Copy**

We have recently decided to update the method we use for obtaining your consent for taking and using photographs of our pupils. We would ask you to read the following information, complete the consent section below and return it to your child's form tutor.

Occasionally, we may take photographs of the children at our school. In addition to using these for record keeping, we may record pupils in class for assessment purposes. We may also use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

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To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please complete the consent form and return it to school. This copy of the County Council issued conditions of use are yours for reference.

Conditions of use

- This form is valid for the period of time your child attends school, or until such time as your withdraw your written consent. The consent will automatically expire after this time.
- We will not re-use any photographs or recordings after your child leaves this school.
- 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 on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in 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 a 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.