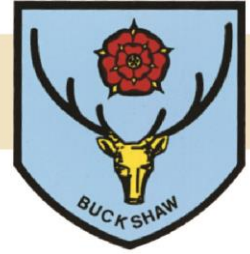


Buckshaw Primary School

Headteacher: Mrs K Brooks



September 2018

Dear Parent/Guardian

Consent for taking and using pupil photographs and videos

At Buckshaw Primary School we sometimes take photographs or videos of pupils. We use these in the school's publications, on the school's website/app and on display boards around school.

You may be aware that from May 2018 there are new Data Protection Regulations coming into effect. To ensure we comply with the new requirements, we need to re-seek your consent to take and use photographs and videos of your child. We really value using photos of our children to be able to showcase what our children do in school and show what life at our school is like. We would appreciate you taking the time to give consent again.

Yours sincerely

Mrs K Brooks, Headteacher

CONSENT FOR TAKING AND USING PUPIL PHOTOGRAPHS AND VIDEOS

Child's Name: _____ Year: _____

Please tick the relevant box(es) below and return this letter to school via your child's class teacher.

- | | YES | NO |
|--|--------------------------|--------------------------|
| • I am happy for the school to take photographs/video of my child | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am happy for photos/videos of my child to be used on the school website and school app | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am happy for photos of my child to be used in school publications/media | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am happy for photos of my child to be used in internal displays | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am NOT happy for the school to take or use photographs/videos of my child | <input type="checkbox"/> | <input type="checkbox"/> |

If you change your mind at any time, you can let us know either in writing by emailing bursar@buckshaw.lancs.sch.uk or by telephoning the school.

live ★ love ★ laugh ★ learn



CONDITIONS OF USE

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. 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 without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. 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.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn at any time in writing.
10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
11. If we wish to retain any images or video for the schools historical archives, we will seek written permission from a child's parents with full and transparent reasons to support the request.
12. After a cohort leaves the school we will archive students work for a period of two years. This will securely be stored and hidden from open view on the school network. Parents of students can request evidence of a child's work for up to one year after that child's cohort has left the school by submitting a Subject Access Request (SAR) via the school office. After the archive year has passed students data will be completely removed from the school network and become unrecoverable.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child's image/s & videos to be used as described above.

Parent/Guardian Signature: _____

Date: _____

Name (in block capitals)