



**1. Purpose of this Policy**

- 1.1 To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any recording of your child.
- 1.2 From time to time, school publications will be produced to include newsletters, marketing material, websites. Such publications may include images of students; students will not be identified by name. Consent for a student's image to be used in school publications will be deemed to have been given unless parents/carers write to the Principal stating that they do not wish the image of their child to appear in any school publication.
- 1.3 If it is judged appropriate to use the name of the student together with an image, specific permission will be sought from parents/carers and, where old enough, students. In such circumstances we will state the purpose and scope of the use of the identifiable image.

**2. Conditions of Use:**

- 2.1 This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.
- 2.2 We may include pictures of students and teachers that have been drawn by the students.
- 2.3 We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
- 2.4 We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
- 2.5 If images are taken by local press/media, or parents/carers/guests, the school will not have control of these images. Current policy is for the papers to include student names wherever possible.

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