

## **Graveley Primary School**

### **Consent for Children to Appear in Photographs or in Videos and How They Will Be Used**

We occasionally take photographs of the children at our school. These images will generally be used in our pupil/student database, and in photographs displayed around the school to showcase what we do. In addition, we may need to record or live stream images for educational purposes and to deliver the curriculum – these will only be accessible internally to staff and pupils. If you have any concerns about images being used in these ways, please contact the school office.

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 below 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 photograph or video of your child without consent.

Please note there are certain activities where we do not use consent as the basis for processing your child's data. These are described in the following Privacy Notices:

<https://graveley.herts.sch.uk/wp-content/uploads/2024/09/privacy-notice-for-pupils-june-2023.pdf>

<https://graveley.herts.sch.uk/wp-content/uploads/2024/09/privacy-notice-for-parents-carers-june-2023.pdf>

We may also take photos/video of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so or you have given your specific consent.

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

Conditions of Use:

- This form is valid for the period of time your child attends this school or for the life of the document (e.g. school prospectus). Your consent will automatically expire after this time.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption without consent, nor will we include any other personal data.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies) and, when copied from the website, images and information can no longer be controlled by the school.

Further information on how we use your data and your child's personal data is in the following Privacy Notices:

<https://graveley.herts.sch.uk/wp-content/uploads/2024/09/privacy-notice-for-pupils-june-2023.pdf>

<https://graveley.herts.sch.uk/wp-content/uploads/2024/09/privacy-notice-for-parents-carers-june-2023.pdf>

Description of the use of Photographs or Images	Please tick:	
	Yes	No
May we use your child's photograph in the school hard-copy prospectus and other printed publications that we produce for promotional purposes? <i>Please note: Printed publications are available to anyone</i>	<input type="checkbox"/>	<input type="checkbox"/>
May we put your child's photograph and/or name on the school's website, including in on-line publications such as an on-line prospectus and other promotional material? <i>Please note: Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school</i>	<input type="checkbox"/>	<input type="checkbox"/>
May we use your child's photograph and name on the school's Facebook page? <i>Please note: Social Media can be viewed throughout the world, not just the United Kingdom where UK law applies and if copied from Social Media, images and information can no longer be controlled by the school</i>	<input type="checkbox"/>	<input type="checkbox"/>
May we record your child on video for e.g. Nativity play, internal school events, external school events and trips.. These videos may be shared online via a secure link. <i>Please note: this may include your child's voice as well as their image. Videos will only be made available to parents/guardians of the children.</i>	<input type="checkbox"/>	<input type="checkbox"/>
May we use your child's photograph on any internal displays?	<input type="checkbox"/>	<input type="checkbox"/>
May we use your child's photograph on Class Dojo?	<input type="checkbox"/>	<input type="checkbox"/>

I have read and understand the conditions of use attached to this form.

**Name of Child:** .....

**Name of Parent:** .....

**Signed:** .....  
**(Parent)**

**Date:** .....