



STANLEY PARK JUNIOR SCHOOL

DATA PROTECTION & USE OF DIGITAL IMAGES INFORMATION SHEET

The new Data Protection Act has changed the way schools process Pupil Data. We are now required to clearly state what our legal basis is for processing personal data about your child. For most school activities we believe our basis is

"processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"

In other words, the Department of Education has given us the authority to provide Education Services to your child.

At SPJS we use photographs and videos of pupils (either individually or in groups) in various ways.

- It is essential for us to have photographs to identify children in school and we may use photographs and videos to support teaching and learning within the school community.
- Photographs also help create a culture of learning and achievement when displayed in the school building.
- To record achievement and to celebrate those achievements within the school.

Without doing so we would be unable to achieve our public task of educating children.

However in addition to the above, we also may wish to use these images in many other ways and need to request your permission:

- school publicity material
- school website
- local or national media
- Social media accounts
- School photographer

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child to use in this way.

Please sign and complete the form attached and return it with your admission pack. If you ever need to withdraw consent for any reason, please do so in writing to the Headteacher.



STANLEY PARK JUNIOR SCHOOL

TERMS & CONDITIONS

- The consent form remains valid until we are notified otherwise in writing.
- Please write to the school if you wish to withdraw consent at any time.
- The images we take will be of activities that show the school and children in a positive light.
- Photographs/videos are used on the school website and in school publications to celebrate a variety of events and successes. As stated in our policy, full names will not be published alongside photographs. Full names without photos, however, may appear in newsletters where we report on events, awards or prizes received in or outside school.
- The use of digital images (still and video) plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.
- The School will comply with the Data Protection Act 2018 and the School's Data Protection Policy.
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.



STANLEY PARK JUNIOR SCHOOL

DATA PROTECTION & USE OF DIGITAL IMAGES: SCHOOL CONSENT FORM

**PLEASE COMPLETE THE FORM BELOW,
SIGN AND DATE AND RETURN TO THE SCHOOL.**

AT SPJS we use photographs and videos of pupils in various ways.

- It is essential for us to have photographs to identify children in school and we may use photographs and videos to support teaching and learning within the school.
- Photographs/video also help create a culture of learning and reflecting on learning e.g. videoing gymnastics, English performances etc.
- Photographs of learning activities are stuck in books to record active learning.
- To record achievement and to celebrate those achievements within the school.

Without doing so we would be unable to achieve our public task of educating children.

However in addition to the above, we also may wish to use these images in many other ways and need to request your permission:

It is important to tick all boxes that apply. Where forms are incomplete we will assume permission has not been given.

TYPE OF CONSENT	YES	NO
Photographs which will be used on our school website (e.g newsletters) and for school marketing		
School Social Media accounts (eg Twitter, Facebook)		
By the Media (Local/National)		
Photograph taken by the School Photographer (individual and class).		
I confirm that I am happy for my child's photo to remain on the school website for a maximum of 2 years after they have left SPJS.		

You may withdraw consent at any time by writing to the Headteacher.

VIDEO FILMING

During school concerts/assemblies etc, we accept that many parents may wish to film or photograph their child. However, all parents must agree to the following terms and conditions:

- **All filming/photography is for personal use only and must not be shared with external agencies**
- **No video, film or still photography from school events may be posted to any form of social media.**
- I confirm that I have read and understood all school terms and conditions and that I agree to abide by their use.
- I understand that if I film my child during any school activities, I am agreeing to the school's terms and conditions especially regarding the use of social media.
- I accept that I will be held responsible where any images I may have shared with others (e.g. family members) are uploaded to social media.

NAME OF CHILD.....

NAME OF PARENT/GUARDIAN.....

SIGNATURE OF PARENT/GUARDIAN..... DATE.....