



24th May, 2018

GDPR, Consent & Data Privacy Notice

Dear Parents and Carers,

As a result the new GDPR, we are sending home updated consent forms and details of our data privacy notice. We ask that you complete the two attached forms and return them to the school office by Friday 8th June.

Data Privacy Notice-

Please go to our school website to see our data privacy notice and information relating to data you share with us. You can find it by following this link:

<http://lambleyprimaryschool.org.uk/information/policies-and-procedures/>

To comply with the GDPR 2017/18 and Data Protection Act 2018, we need permission before we can photograph or make any recordings of your child. Please complete the Image Consent Form within this pack, ticking all of the boxes that apply.

With Thanks,

Mrs V Dilnot

Headteacher



Lambley Primary School



Use of Images

Policy and Procedure for GDPR

May 2018

LAMBLEY PRIMARY SCHOOL
USE OF CHILDREN'S IMAGES Policy & Procedure
Reviewed May 2018

USE OF CHILDREN'S IMAGES

*The word images is used here to include photographs, digital photographs, webcam, film and video recordings

Introduction

1. Pupils have their photographs taken to provide a visual record of their time at Lambley Primary School or to record a particular achievement, for example an end of year class photograph, a school achievement award, etc.
2. We also take photographs at the school for other reasons. We may use images in pupil files, pupil's class books or learning journals, in the school prospectus or in other printed publications that we produce, in displays and even on our website. We may also make video recordings for staff development, assessment evidence or other educational use.
3. Lambley Primary School believes that the responsible use of children's images can make a valuable contribution to the life and morale of the school. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school's achievements.
4. We only use images that the Head Teacher and Governing Body consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.
5. Through this policy we aim to respect young people's and parents' rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of the 2017/18 GDPR, the Data Protection Act and child protection issues.

Data protection

6. Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer. Please see the attached consent form.
7. In seeking consent we will ensure that parents are clear why we are using a child's image, what we are using it for, and who might want to look at the

pictures. Our consent form makes clear the period of time for which consent applies.

8. All images will be stored securely on our school server where they are password protected and used only by those who are authorised to do so. We will not re-use images of children after they have left the school; these images will be destroyed.
9. We may also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, the opening of a new resource or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

Child protection

10. We will only use images of children in suitable dress. The Head Teacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse.
11. Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection designated teacher, the LEA, Social Services and/or the police as appropriate.
12. Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a court order.

Websites

13. We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently a greater risk of misuse of images, via the internet. We will therefore give specific consideration to the suitability of images for use on the school's website.
14. Images, and accompanying details, will only be used in line with government guidance as outlined on the Department for Education website.

Digital images and mobile phones

15. Webcams, tablets and mobile phones can be used to take images without people's knowledge. The school's policy is to signpost areas in which these are being used so that people know the camera is there before they enter that area.
16. Mobile phones that can take and transmit images will not be permitted in teaching areas, the playground or central areas. If a mobile phone has to be used, we will direct you to do this in the office or the staffroom, away from the children. Misuse will be regarded as a breach of school discipline and dealt with accordingly. School i-pads/ tablets are used in the teaching areas to support curriculum delivery and assessment. Images taken on these devices are saved to the secure school server and we follow data protection guidelines outlined in points 6 and 8.

External photographers and events

17. If the school invites or permits an external photographer to take photographs within school, we will:
 - Ensure that the photographer can demonstrate GDPR compliance.
 - Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour
 - Issue the photographer with identification which must be worn at all times
 - Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
 - Not allow unsupervised access to children or one-to-one photo sessions at events.
18. The same conditions will apply to filming or video-recording of events.
19. Wherever possible and practicable, we will secure parental permission before allowing journalists to take photographs of pupils.

School Events

20. Lambley Primary School believes that it is important to invite parents and carers into school for special events including sports days, class assemblies and musical productions. We permit you to take photographs and video on these visits under the condition that you do not share these on social media

or outside your immediate family. Any breach of this agreement will be treated very seriously, following legal advice.

Image Consent – Conditions of Use

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time.
2. The images we take will be of activities that show the school and pupils in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every reasonable effort to ensure that we do not allow images to be taken of any children whom we do not have permission or who are 'at risk' or disallowed from having photographs taken for legal or other reasons.
7. 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 should understand that images can be used in printed and electronic form.

To give your consent, please complete the information on the next page and return the form to the school office.

Please contact the school in writing if you wish to withdraw your consent at any time.

Child Photograph Consent Form

Please tick all the boxes that apply to you.

- I give permission for my child's image to be taken for the purpose of providing a record of time at the school, e.g. in a class, a year photograph, a school team photograph, etc.
- I give permission for my child's image to be taken and used within a pupil record, on displays, notices, etc. within the school which are generally viewed by school staff and other pupils of the school.
- I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications of images or video.
- I give permission for my child's image to be used on websites and by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/ footage the media may take themselves if invited to the school to cover an event.
- I do not want my child's image used in any publicity.

I have read and understood the Use of Children's Images Policy (May 2018).

Name of pupil: _____

Parent/ Carer's Signature: _____

Name (in block capitals): _____

Date: _____

Approved by Lambley Primary School Governing Body

Signed: D Bathgate

Designation: Chair of Governors

Date: 26th June, 2018

Review Date: June 2021