



St. Cuthbert's Catholic Primary School

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22nd February 2013

Dear Parent/Carer,

During your child's life at the school we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a school managed website. Photography or filming will only take place with the permission of the Head teacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize) and home addresses will never be given out. Images that might cause embarrassment or distress will not be used, nor will images associated with materials, or issues that are considered sensitive.

From time to time, our school may be visited by the media who will take photographs or film footage of a newsworthy event in the school. Unless your child is part of a large group, it is likely that the media will require your child's full name before the picture is printed. If you give your consent to this, you should be aware that these images may appear in local or national newspapers and world-wide on-line.

Before taking any images of your child, we need your permission. This permission will last for the whole of your child's education at this school. Please answer the questions below, sign and date the form and return it to the establishment. You can ask to see images of your child held by the establishment. **You may withdraw your consent at any time.**

If you wish to attend establishment functions and take photographs of your and other people's children, appropriate images maybe taken. Please be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Please note more information is available in the guidance leaflet for parents and carers.

Yours sincerely

J M Whitaker

Co-headteacher

## PARENTS

Please read our Policy for the Use of Images of Children and indicate whether you agree to your child's images being taken. You have the option to indicate whether or not you consent to your child's images being taken and used for different purposes. **You can withdraw your consent at any time by writing to the school.**

<b>Name of Child (block capitals)</b>	
<b>Child's date of birth</b>	
<b>Name of parent or legal guardian (block capitals)</b>	
I have read the leaflet on the use of images of children and I agree to its provisions. Please give your consent by putting your initials next to each statement below.	
<b>I give my consent to images of my child being taken and used for official school purposes of promoting or publicising the school and events in accordance with the guidelines of the school policy for the duration of their time at the school</b>	<i>Please initial below</i>
<b>I give my consent to images of my child being used on the school website, I understand that these images will be available on the World Wide Web</b>	
<b>I give my consent to images being used with full name in the newspaper</b>	
<b>I do not give my consent to images being used with a full name in the newspaper</b>	
<b>I give my consent to my child being included in any images taken by other parents or carers who wish to photograph or record school events in which their children are participating. All parents/guardians will be asked to sign an agreement for appropriate use of images they take during school events. Please see below. [Insert if school's policy is to allow parents to take images]</b>	
<b>I have read and understood the conditions of use on the back of this form</b>	
<b>I agree that any photographic or video images I as a parent/guardian might take at school events will not be used inappropriately. [Insert if school's policy is to allow parents to take images]</b>	
<b>Signature of person responsible for the child:</b>	
<b>Relationship to the child:</b>	
<b>Date (Date/Month/Year):</b>	

**NB:** There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances, specific consent from parent/guardian will be required before photography or filming of children can be permitted. If you have concerns or queries about any of this information, please discuss it with a member of staff.

**PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL**

## 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 and any images held will be destroyed unless the school has sought permission from the parent/guardian to keep them.
2. Children will be made aware of why their pictures are being taken and how they will be used.
3. We will not re-use any photographs or recordings after your child leaves this school.
4. If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
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. If it is found that a camera phone has been misused the school will follow its usual disciplinary procedures.
10. Parents and legal guardians will be asked to sign an agreement that any images they take during school activities will not be used inappropriately

**Please note** that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

## Data Protection Good Practice Note Taking Photographs in Schools

### **Aim of this guidance**

This Good Practice Guidance is aimed at Local Education Authorities and those working within schools, colleges and universities. It gives advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection Act 1998.

### **Recommended Good Practice**

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure.

Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- ☐ Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken.
- ☐ Photos taken purely for personal use are exempt from the Act.

### **Examples**

#### **Personal use:**

- ☐ A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.

- ☒ Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

#### **Official school use:**

- ☒ Photographs of pupils or students are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.
- ☒ A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the Act as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

#### **Media use:**

- ☒ A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this, and the children and/or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the Act

#### **Further Information**

If you need any more information about this or any other aspect of data protection, please contact us.

Phone: 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

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30 June 2010

## **DATA PROTECTION PRINCIPLES**

### **Personal data shall:**

1. Be processed fairly and lawfully.
2. Be obtained only for one or more specified and lawful purposes.
3. Be adequate, relevant and not excessive in relation to the purpose for which they are processed.
4. Be accurate and, where necessary, kept up to date.
5. Be kept for no longer than is necessary for that purpose.
6. Be processed in accordance with the rights of data subjects under this Act.
7. Be held with the appropriate technical and organisational measures in place against unauthorised or unlawful processing, accidental loss or destruction of, or damage to, personal data.
8. Not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

# **‘Use Your Camera and Video Courteously’**

## **A guide for parents who wish to use photography and/or video a school event**

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents/carers and others, attend school events at the invitation of the head and governors.
- The Head teacher and governors are responsible for deciding if photography and videoing of school performances is permitted.
- The Head teacher and governors are responsible for deciding on the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.
- Recording or/photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise they may need to check who they are, if they are using a camera or video recorder.
- Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only and must not be shared without the permission of the parents/guardians of the children in the photograph.