



Raysfield Schools

Use of Images

Photographs and videos have many uses in school life including recording aspects of children's work and celebrating a variety of successes. The recent introduction of the Data Protection Act (Use of Images) requires that organisations process information lawfully, fairly and in accordance with the rights which individuals have been given. In order to comply with these regulations, schools are now required to obtain permission from parents/ guardians. Outlined below is our policy stating current practice within our schools

Use of still or video images

In accordance with the Data Protection Act: Use of still or video images, Raysfield Infant and Junior Schools will:

- Ask permission from parents re: all aspects of photographs, videos, website, etc.
- Permission will be obtained to cover the 3 years at the Infant School and then again for the 4 years at the Junior School.
- Permission to be asked of any staff involved.
- Permission will be sought for the following:
 1. Recording work in school
 - kept in school
 - used for display
 - children's names could be used
 2. Recording special events including sport
 - kept in school
 - used for display
 - children's names could be used
 3. Videos of concerts for fundraising
 - sold to parents only
 4. Individual professional photographs for fundraising
 - sold to parents only
 5. Use in the Prospectus
 - no child named

- | | |
|--|---|
| 6. Web site | - no child named |
| 7. Press coverage:
Papers | - first names only
- no individual identified |
| TV | - no child named |
| 8. Class professional photographs for fundraising | - sold to parents only |
| 9. Portable technology with use of photographic image. | - children are asked to give mobile phones into the office during school hours. |

We would be grateful if you could complete the slip below and return it to school as soon as possible.

Yours faithfully

Headteacher

Ratified

March 2017
Review May 2018

Name of child..... Class

I have read the policy on the Use of Images within Raysfield Infant/Junior School

I/we* give permission for my/our* child to take part in the stated use of images by the school.

Signed:

Comments/Exceptions

Please delete as appropriate