

## 17. Photography Policy

<b>Policy No.:</b> 17	<b>Effective Date:</b>	August 2022
<b>Policy Title:</b> Photography and video footage Policy & Process		
<b>Staff Member Responsible:</b> Headmistress	<b>Review Date:</b>	August 2024

The School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs or video footage of its pupils. The school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

**If Parents wish to express a preference for the school to avoid taking or publishing photographs or video footage of their child they are able to indicate their preferences using the below form. If no preferences are expressed, then we will act in accordance with the principles expressed in this policy.**

Ordinarily the following rules will apply to photographs taken by school:

### Photographs/Videos for School Use

- The school will take photographs/video footage for its own use. These will usually be unnamed photographs/footage and will either be for internal school use, for example as identification on the school database, but may also include photographs for publication, such as photos/videos for
  - the school newsletter, parent portal and various handbooks
  - the parent portal
  - the school website
  - the school social media channels, including Twitter, LinkedIn, Instagram, Facebook, Vimeo and You Tube
  - slides at an event for parents
  - display boards which can be seen by visitors to the school
  - promotional materials including the school prospectus, banners, flyers, brochures and advertisements (specific consent will be requested)
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for (or likely to be used for) so that they can object if they wish.
- If the school wants to use named photographs/video footage, then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.
- If consent has been provided, but is later withdrawn, the school will cease immediate use of an image/footage but may not be able to recall or take down images that have already appeared online or in printed material.

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### Media and third party Use

- Occasionally the school will provide images/footage of the school and unnamed pupils where consent has already been provided, to a third-party organisation such as an overseas educational agency for promotional use.
- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Photographs on school social media will be un-named. Photographs in external media will also usually be unnamed.
- If the Media entity wants to publish named photographs, then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

### Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

### Expression of Parental Preferences

Name of Child.....

**Please choose as appropriate**

#### Unnamed Photography/Video footage :

- I am happy for photographs/video footage of my child to be taken and used by the school in line with the above Policy.  
YES/NO
- I am happy for photographs/video footage of my child to be taken and passed on by the school to third party organisations in line with the above Policy.  
YES/NO

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I understand that the school will try to take my preferences into account but that the school must comply with Data Protection Act 2018 which will give my child rights to his/her own data when he/she has adequate capacity and understanding to make decisions about the publication of his/her photographs for himself/herself.

Signed.....

PRINT NAME.....

Relationship to child.....