

# Multimedia Consent Form

## Using Images of children



Occasionally, we may take photographs or produce videos for business purposes that include our staff. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on our social media or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

**Please return the completed form to the school as soon as possible.**

*Please circle your answer*

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?	<b>Yes / No</b>
2. May we use your child's image or video on our website?	<b>Yes / No</b>
3. May we record your child's image on video or webcam	<b>Yes / No</b>
4. Are you happy for your child to appear in the media	<b>Yes / No</b>

## Conditions of use

1. This form is valid for five 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.
2. We review our school website and promotional materials annually [at the end of each academic year]. If a photographic image of your child is used on the school's website, in our school prospectus or in any of our other printed publications, it may remain there after your child leaves our school until the website and promotional materials are reviewed. If you do not want your child's image to remain on our school's website or promotional materials after your child has left our school, please advise us in writing.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
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. Your consent can be withdrawn at any time in writing. Equally, you may change your mind and give consent at any time.
10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
11. If we wish to retain any images or video for the schools historical archives, we will sought written permission from a child's parents with full and transparent reasons to support the request.
12. After a cohort leaves the school we will archive students work for a period of one year. This will securely be stored and hidden from open view on the school network. Parents of students can request evidence of a child's work for up to one year after that child's cohort has left the school by submitting a Subject Access Request (SAR) via the school office. After the archive year has passed students data will be completely removed from the school network and become unrecoverable.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

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**I have read and understood the conditions of use and give my consent for my child's image/s & videos to be used as described above.**

Name of parent or guardian: \_\_\_\_\_

Name of child: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_