



Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

We are also very proud of our children and images may be used to celebrate success through their publication in newsletters, on the school website, social media (school Twitter and Facebook accounts), and occasionally in the public media.

Through this letter the school complies with the Data Protection Act by asking parents/ carers permission before taking images of their child/children. We also ensure that when images are published our young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect every ones privacy and in some cases protection, it is important that parents understand that these images must not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

Parents are requested to sign and return the slip below in accordance with the principles stated above.

Yours sincerely

Mrs Jamie Pardon
Headteacher

Digital / Video Images Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above pupil, I understand that I need to notify the school in writing if I **do not agree** to the **school** taking and using digital / video images of my child / children.

I agree that if I take digital or video images at, or of, school events which include images of children other than my own, I will abide by these guidelines in my use of these images.

Signed

Date