



## **For use by Schools in the Trust**

Occasionally, we take photographs of the students enrolled at our schools. We may use these images in our prospectuses or in other printed publications that we produce, in displays, on our websites or for public promotional purposes. We may also make video or webcam recordings for conferences, monitoring or other educational or promotional use.

We also send images to the news media, or our schools may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Students will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the images and material to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

### **Conditions of use:**

1. This form is valid for the period of time your child attends a school within the Trust. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and students in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of students who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any students for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.*

**To give your consent, please complete the information overleaf and return the form to your child's school.**

**Please tick those that apply:**

I give permission for my child's image to be taken and used in publicity material for the school as part of the Trust, including printed and electronic publications, video and webcam recordings and on websites.

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school as part of the Trust and images/footage the media may take themselves if invited to cover an event.

I do not want my child's image used in any publicity.

**I have read and understood the information overleaf.**

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

Parent's or carer's signature: \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

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

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

***If you require help completing this form or require a translated version, please contact your child's school.***