



Policy for the Use of Photographs of Pupils

Version control

Scope: Applicable to all Trust Schools	
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Author/Reviewer:	Phil Palmer and the LG



Photograph Policy

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 of its pupils. The academy trust / 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. As primary schools parents will be responsible for consenting to their child's photograph being used or not.

If parents wish to express a preference for the school to avoid taking or publishing photographs of their child in certain circumstances then they can indicate a preferences using the attached 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 in this school:

Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- If the school wants to use named photographs then it will obtain specific consent first.

Media 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.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs then they must obtain specific consent from parents. 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.

Consent

- Consent is requested from parents/carers at the point of enrolment, through the registration process and can be changed at any time by contacting the school office.