



## Photo and Social Media Consent Session 2021/22

Dear Parent/Carer

Our school is always looking to update and improve communications with parents, carers and the local community. This will include a number of existing communication tools within the school – the school handbook and website, emails, our school app, automated text and newsletters.

As a school we also promote and celebrate the school's good news stories and successes on our social media (Twitter, School website and School App) and occasionally send out media releases – either directly or via the council's media office. As you know, social media is a fast and effective way to communicate – especially to our young people – and a good way to cascade important information to a large group at the same time. It is normally just images of pupils learning or taking part in an activity. We never reveal a child's name.

To enable us to do this safely we would like to take this opportunity to update our parental permissions in line with council media and social media guidelines. I would, therefore, ask that you **complete the section at the bottom of this letter and ask your child to return it to the school by no later than Friday 20<sup>th</sup> August**

Please also let me know during the school year if your decision regarding photographs/social media changes or of any circumstances which could affect your child and we will amend permissions accordingly.

If you have any questions please don't hesitate to get in touch

Kind Regards

Gail Chalmers  
(Principal Teacher)

.....

### Permission for Photographic/Video Use

Pupil Name: .....

Class: .....

- I give permission for my child to be photographed/videoed for internal school use.
- I give permission for my child to be photographed/videoed for use on school education material, school/education social media, school events.
- I give permission for my child to be photographed/videoed at other GCC Education events.
- I give permission for my child to be photographed/videoed for use at other events that may be held virtually due to COVID restrictions, where he/she may otherwise have attended in person.
- I give permission for my child to be photographed by school commissioned commercial photographers (class photos)

Parent/Carer Signature: .....

Date: .....

**Who we are:**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to take and use images for educational purposes. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information:**

We provide these services to you based on your explicit consent and we will respect the wishes of those who do not wish to be photographed or do not wish photographs/videos to be used outwith the school community. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011. We may share information with other external agencies and organisations who provide or assist with educational provision and with the media.

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

**Your rights under data protection law:**

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. we are using that information with your permission and you have withdrawn your permission – see *Withdrawing permission to using your information* below [delete if not on basis of permission]
  - III. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - IV. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your permission, for legal claims or where there are other public interest grounds to do so.

**Withdrawing permission to use your information** – Where we use your personal information with your permission you may withdraw that permission at any time and we will stop using your personal information for the purpose(s) for which permission was given.

Please contact us as stated above if you wish to exercise any of these rights.

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints)

**More information:**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.