

## North Ayrshire Council

### Communities and Education Directorate

#### St Matthew's Academy

#### Photograph Permission Form

Dear Parent/Carer

We like to take photographs of the young people in our school to celebrate a variety of activities. All photographs that include young people will be to support their learning, celebrate their achievements or showcase their work. We may use these images in school handbooks, newsletters, in classroom/corridor displays, on our website or on the school's Twitter/Facebook pages. We may also make video recordings of events.

We may send images to the news media, or our school may be visited by the media who will take their own photographs or film footage for newspapers, televised news programmes or websites. In this situation, permission from the school will always be sought and no full names will be used.

To comply with Data Protection Law, we need your permission before we can photograph or make any recording of your child. We have included further information below about the actions we will take to keep data safe and secure.

It is recommended that you read the information below from North Ayrshire Council before giving your consent.

Yours sincerely



Stephen Colligan  
Head Teacher

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##### We will not:

- use the name of a young person in accompanying text or photo caption
- re-use any photographs or recordings after young people have officially left this school. Historic photographs will remain on our school website, on display in the school and on social media feeds
- post images of pupils on personal social media accounts

##### We will:

- only take pictures of pupils on school devices
- take shots of pupils that don't specifically identify them or their name. We will ask for special consent for prize giving ceremonies where the name of the pupil may be public
- only use official school accounts to post images of pupils
- store physical photographs securely in a locked cupboard and digital photos will be stored on an encrypted computer or school server
- keep all photographic consent forms up-to-date, reviewed annually and securely stored
- only use images of pupils who are suitably dressed
- make every effort to ensure that we do not allow images to be taken of any young people for whom we do not have permission or who are disallowed from having their photographs taken for legal or social reasons
- take all reasonable measures to ensure the images are used solely for the purposes for which they are intended
- only use images of activities that show the school and young people in a positive light.
- use group or class photographs or footage with very general labels, such as 'a science lesson'

##### Information Rights

If you would like to learn more about your information rights or have a concern about the processing of your child's personal data, you can view further information on how we handle data and find out how to contact our Data Protection Officer, on our website at: <https://www.north-ayrshire.gov.uk/privacy-policy.aspx>

##### Conditions of Use

- This form is **valid for one year only** or until a subsequent form completed and signed by the parent/carer is submitted. It is your responsibility to write to the school if you wish to withdraw consent at any time. **If your child moves to another North Ayrshire school within a school session, a new form should be signed for the child's new school.**
- We recognise that parents, carers and family members may wish to record events such as school plays and sports days. Unfortunately, we cannot allow this as there may be children in the school who are under Child Protection and cannot, under any circumstances be photographed.
- Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.