



Bevendean Primary School

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A place for everyone to succeed and thrive

Bevendean Primary School Photographic Consent Form

Photographs and videos containing pupils at our school are an important part of school life and are essential for performing the public task of the school.

Some of the ways photos are used in school are for displays, on our website, in printed publications or possibly Local Authority produced publications.

Our key policy points are laid out below:

- Photographs and videos will only be collected and stored with a documented lawful basis.
- Photographs and videos will be used where they are deemed essential for performing the public task of the school.
- Where photographs are used on our website or in an external publication, we will not accompany the photograph with any other identifiable information.
- Photographs and videos will only be taken using school equipment and must represent the school and children positively – inappropriate, negative, embarrassing or distressful photos will not be used.
- Photographs may be retained indefinitely for archiving purposes in the public interest. Photos will be reviewed ten years from the date of the pupil leaving and if not required for future historical value, will be destroyed.
- Bevendean Primary School's policy is to allow parents to take photos or videos of their children during school activities, provided these are for personal use only and not shared publicly online (for example, on Facebook). Misuse of images may result in a change to this policy.
- Please also note that when your child is in a public venue (such as a music/county sports event), local media may take photos. You are able to object to this processing and we will give you prior knowledge if and when we know third parties will be present at external events.
- The school will share your child's data with a school-appointed external photography company for official school images. This includes Name, Class, admission number.

Please return the signed parental consent section to the **school office**. Thank you.

Yours sincerely,

Martyn Giddens
HEADTEACHER