

Name of School:

EAST WHITBY ACADEMY

Dear Parent or Guardian,

CONSENT FORM TO USE A PHOTOGRAPH

There are occasions when we may take photographs of the students at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Also, from time to time, the school may be visited by the media who will take photographs or film/video footage of a particular event. Students might also appear in photographs/films/video which may feature in local or national newspapers, or on televised news programmes. In some instances, for example where this is celebrating a particular achievement, it may be reasonable to provide the press with the name(s) of the student(s).

When parents, grandparents, brothers, sisters, friends etc. are invited to school events many will want to record the occasion for personal use. The school feels that in most instances this is reasonable and will therefore generally allow the use of cameras, camcorders etc. However please be aware not every parent is happy for their child's image to be used online including social networking sites such as Facebook, Instagram etc. Therefore, we ask that you do not post any images featuring other people's children as once posted online a message, photograph or video clip can be freely copied, manipulated and circulated and will potentially exist forever.

In all of these the school will use a common sense approach and the welfare and safety of children will always be uppermost in its decision making.

Nevertheless, to comply with certain aspects of the Data Protection Act 1998, we need your permission to take and store photographs or digital images of your child for school use. I would be grateful therefore if you would answer the questions below and then sign and date the form where indicated. **Please return the completed form to the school as soon as possible. If you require clarification on any aspect of this form or need assistance in completing it please do not hesitate to contact the Headteacher at the school.**

Please use BLOCK CAPITALS

Name of child:	
Date of birth:	
Name of parent/carer or guardian:	
May we take and use photographs and digital images of your child for school purposes such as, but not exclusively, the school prospectus and other printed publications that the school produces, curriculum work, school displays, school web site?	Please circle your answer
	Yes/No
Do you consent to your child appearing in the media in connection with events organised by or in connection with the school?	Yes/No

Media Publications

The Whitby Gazette sometimes likes to publish both the Christian and surname of any children who have their photograph in the paper.

Please indicate below if you are happy to have your child's photograph in the Whitby Gazette or other media publications with both Christian and surname printed or not.

I give permission for my child's photo, Christian name and surname to be printed	Please circle your answer
	Yes/No

Conditions of use

Data Protection Act 1998 The Data Controller is: (East Whitby Academy) The information you provide on this form will only be used for the purposes for which you have given consent as detailed on the other side of this form.

1. This form is valid from the date that it is completed, signed and returned to the school and throughout the duration of your child's attendance at the school.
2. You may withdraw, suspend or vary this consent at any time upon receipt by the school of a letter to that effect signed and dated by the parent or guardian of the child concerned.
3. The school may retain and use some photographs as part of its historical record. However, on leaving school if you (or your child if over 16) wishes to have destroyed any photograph or image showing your child individually you should inform the school in writing.
4. The school will only use or permit to be used photographs of children who are deemed by the Headteacher or any person duly authorised by him/her, to be suitably dressed for the relevant activity.

Note: For the purpose of this form "photographs" is deemed to include film, video and other similar means of reproducing images.

I have read and accept the conditions of use.			
Signature of parent or guardian:			
Relationship to the child:		Date:	

Internal use only	Date of expiry of authority:	Reference No:
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