Data Protection Policy

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1. Policy Statement

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities as an academy trust ("Trust"), we will collect, store and process personal data about our pupils, workforce, parents and others. This makes us a data controller in relation to that personal data.

We are committed to the protection of all personal data and special category personal data for which we are the data controller.

The law imposes significant fines for failing to lawfully process and safeguard personal data and failure to comply with this policy may result in those fines being applied.

All members of our workforce must comply with this policy when processing personal data on our behalf. Any breach of this policy may result in disciplinary or other action.

Where members of our workforce have a specific responsibility in connection with Processing, such as capturing consent, reporting a Personal Data Breach or conducting a Data Protection Impact Assessment as referred to in this Data Protection Policy or otherwise, then they must comply with the related policies and privacy guidelines.

2. About this Policy

The types of **personal data** that we may be required to handle include information about pupils, parents, our **workforce**, and others that we deal with. The **personal data** which we hold is subject to certain legal safeguards specified in the retained EU **law** version of the General Data Protection Regulation ((EU)2016/679) ('UK GDPR'), the Data Protection Act 2018 and other regulations (together 'Data Protection Legislation').

This policy and any other documents referred to in it set out the basis on which we will process any personal data we collect from data subjects, or that is provided to us by data subjects or other sources.

This policy does not form part of any employee's contract of employment and may be amended at any time.

This policy sets out rules on data protection and the legal conditions that must be satisfied when we process personal data.

3. Definition of data protection terms

All defined terms in this policy are indicated in bold text, and a list of definitions is included in the Annex to this policy.

4. Trust Data Protection Officer (DPO) and other responsibilities

As a Trust, we are required to appoint a Data Protection Officer ("DPO").

The Trust's DPO is Gemma Carr, Deputy CEO, who can be contacted by email at compliance@hamwic.org, by telephone on 023 8078 6833, or at the following address:

Hamwic Education Trust, Unit E, The Mill Yard, Nursling Street, Southampton, Hampshire SO16 0AJ.

The DPO is responsible for ensuring compliance with the Data Protection Legislation and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred to the DPO. The DPO is also the central point of contact for all data subjects and others in relation to matters of data protection

The Trust's Board can delegate the day-to-day responsibility for monitoring compliance with the data protection rules and this policy to the School Leader in each school; they will appoint a Data Compliance Officer ("DCO").

Although the DPO will have overall responsibility for monitoring the compliance of the Trust with the Data Protection Rules of this Policy, the DCO will be responsible within their school for the following tasks:

- Ensuring that individuals are made aware of the privacy notices as and when any information is collected.
- Checking the quality and accuracy of the information held by the school.
- Applying the Trust's records retention schedule to ensure that information is not held longer than necessary by the school (the schedule can be found by visiting the Trust's intranet)
- Ensuring that when information is authorised for disposal, it is done so appropriately.
- Ensuring that appropriate security measures are in place to safeguard personal information, whether it is held in paper files or electronically.
- Only sharing personal information when it is necessary, legally appropriate to do so and in accordance with the Privacy Notices, and
- Ensuring that staff in the school are aware of this Policy and are following it.

The first point of contact is the DCO for your school Vince Mckeown – School Business Manager – vince.mckeown@hollybrookschools.co.uk If the DCO is unavailable, you should contact the Trust's DPO.

All staff are responsible for ensuring that:

- Any personal data that they hold is kept securely.
- Personal information is not disclosed orally, in writing, via web pages or by any other means, accidentally or otherwise, to any unauthorised third party.
- Information or data about pupils is only shared with other staff as necessary and only by secure methods (such as the secure email provider); and
- Any additional associated policies and documents are complied with (see section 21).

5. Data Protection Principles

Anyone processing personal data must comply with the data protection principles. These provide that personal data must be:

- **Processed** fairly and lawfully and transparently in relation to the **data subject**.
- **Processed** for specified, lawful purposes and in a way which is not incompatible with those purposes.
- Adequate, relevant and not excessive for the purpose.
- Accurate and up to date.
- Not kept for any longer than is necessary for the purpose; and
- **Processed** securely using appropriate technical and organisational measures.

Personal Data must also:

- be **processed** in line with data subjects' rights.
- not be transferred to people or organisations situated in other countries without adequate protection.
- We will comply with these principles in relation to any **processing** of **personal data** by the Trust.

6. Fair and lawful processing

Data Protection Legislation is not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject.

For personal data to be processed fairly, data subjects must be made aware:

- that the personal data is being processed.
- why the personal data is being processed.
- what the lawful basis is for that processing (see below).
- whether the personal data will be shared, and if so with whom.
- the period for which the personal data will be held.
- the existence of the data subject's rights in relation to the processing of that personal data; and
- the right of the data subject to raise a complaint with the Information Commissioner's Office in relation to any processing.

We will only obtain such personal data as is necessary and relevant to the purpose for which it was gathered and will ensure that we have a lawful basis for any processing.

For personal data to be processed lawfully, it must be processed on the basis of one of the legal grounds set out in the Data Protection Legislation. We will normally process personal data under the following legal grounds:

- where the processing is necessary for the performance of a contract between us and the data subject, such as an employment contract.
- where the processing is necessary to comply with a legal obligation that we are subject to, (e.g. the Education Act 2011).
- where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest.

- where we are pursuing legitimate interests, (or these are being pursued by a third party), for purposes where they are not overridden because the Processing prejudices the interests or fundamental rights and freedoms of data subjects; and
- where none of the above apply then we will seek the consent of the data subject to the processing of their personal data.

When **special category personal data** is being processed then an additional legal ground must apply to that processing. We will normally only **process special category personal dat**a under following legal grounds:

- where the processing is necessary for employment law purposes, for example in relation to sickness absence.
- where the processing is necessary for reasons of substantial public interest, for example for the purposes of equality of opportunity and treatment.
- where the processing is necessary for health or social care purposes, for example in relation to pupils with medical conditions or disabilities; and
- where none of the above apply then we will seek the consent of the data subject to the processing of their special category personal data.

We will inform **data subjects** of the above matters by way of appropriate privacy notices which shall be provided to them when we collect the data or as soon as possible thereafter, unless we have already provided this information such as at the time when a pupil joins us.

If any **data user** is in doubt as to whether they can use any personal data for any purpose, then they must contact the DPO before doing so.

Vital Interests
There may be circumstances where it is considered necessary to process personal data or special category personal data in order to protect the vital interests of a data subject. This might include medical emergencies where the data subject is not in a position to give consent to the processing. We believe that this will only occur in very specific and limited circumstances. In such circumstances we would usually seek to consult with the DPO in advance, although there may be emergency situations where this does not occur.

Consent
Where none of the other bases for processing set out above apply then the school must seek the consent of the data subject before processing any personal data for any purpose.

There are strict legal requirements in relation to the form of consent that must be obtained from data subjects.

When pupils and or our Workforce join the Trust, a consent form will be required to be completed in relation to them (see Appendix 2 and 3). This consent form deals with the taking and use of photographs and videos of them, amongst other things. Where appropriate third parties may also be required to complete a consent form.

We will obtain written consent for photographs and videos to be taken of our pupils for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil. In relation to pupils, consent will be obtained from an individual with parental responsibility for that child.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

If consent is required for any other processing of personal data of any data subject, then the form of this consent must:

- Inform the data subject of exactly what we intend to do with their personal data.
- Require them to positively confirm that they consent – we cannot ask them to opt-out rather than opt-in; and
- Inform the data subject of how they can withdraw their consent.

Any consent must be freely given, which means that we cannot make the provision of any goods or services or other matter conditional on a data subject giving their consent.

Consent may need to be refreshed where we may need to process the Personal Data for a different and incompatible purpose which was not disclosed when the consent was first considered by the Data Subject.

The DPO must always be consulted in relation to any consent form before consent is obtained.

A record must always be kept of any consent, including how it was obtained and when.

7. Processing for Limited Purposes

In the course of our activities as a Trust, we may collect and process the personal data set out in our Schedule of Processing Activities. This may include personal data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and personal data we receive from other sources (including, for example, local authorities, other schools, parents, other pupils or members of our workforce).

We will only process personal data for the specific purposes set out in our Schedule of Processing Activities or for any other purposes specifically permitted by Data Protection Legislation or for which specific consent has been provided by the data subject.

8. Notifying Data Subjects

If we collect **personal data** directly from **data subjects**, we will inform them about:

- our identity and contact details as Data Controller and those of the DPO.
- the purpose or purposes and legal basis for which we intend to process that personal data.
- the types of third parties, if any, with which we will share or to which we will disclose that personal data.
- whether the personal data will be transferred outside the United Kingdom and if so the safeguards in place.
- the period for which their personal data will be stored, by reference to our Record and Retention Schedule.
- the existence of any automated decision making in the **processing** of the **personal data** along with the significance and envisaged consequences of the **processing** and the right to object to such decision making; and
- the rights of the **data subject** to object to or limit processing, request information, request deletion of information or lodge a complaint with the ICO.

- Unless we have already informed **data subjects** that we will be obtaining information about them from third parties (for example in our privacy notices), then if we receive **personal data** about a **data subject** from other sources, we will provide the **data subject** with the above information as soon as possible, thereafter, informing them of where the **personal data** was obtained from.

9. Adequate, Relevant and Non-Excessive Processing

We will only collect **personal data** to the extent that it is required for the specific purpose notified to the **data subject**, unless otherwise permitted by Data Protection Legislation.

10. Accurate Data

We will ensure that personal data we hold is accurate and kept up to date.

We will take reasonable steps to destroy or amend inaccurate or out-of-date data.

Data subjects have a right to have any inaccurate personal data rectified. See further below in relation to the exercise of this right.

11. Timely Processing

We will not keep personal data longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all personal data which is no longer required.

We will maintain retention policies and procedures to ensure Personal Data is deleted after an appropriate time, unless a law requires that the data is to be kept for a minimum time.

We shall seek to comply with the rights exercised by data subjects as set out in section 12 below as soon as possible and within legal time limits. However, there may be instances where due to circumstances outside of the Trust's control this may not be possible e.g. where the School or Trust has been closed or is only partially operable. In such circumstances data subjects till be notified and provided details about the reason for the delay and when a response can reasonably be expected

12. Processing in Line with Data Subjects' Rights

We will process all personal data in line with data subjects' rights, in particular their right to:

- request access to any personal data we hold about them.
- object to the processing of their personal data, including the right to object to direct marketing.
- have inaccurate or incomplete personal data about them rectified.
- restrict processing of their personal data.
- have personal data we hold about them erased.
- have their personal data transferred; and
- object to the making of decisions about them by automated means.

The Right of Access to Personal Data
Data subjects may request access to all personal data we hold about them. These requests will be free of charge. Any requests must be made to the school's DCO or the Trust's DPO. A response to any such request will be processed within one month from the date on which the request was received.

The right to make a subject access request is the pupil's right. Parents/guardians are only entitled to access information about their child (by making a request) if the child is unable to act on their own behalf, e.g. because the child is not mature enough to understand their rights or if the child has given their consent. If you are unsure about whether or not to provide information about a pupil to a parent or guardian, please speak to your DCO or the Trust's DPO before providing any information.

Requests that fall under the Freedom of Information Act 2000 will be dealt with in accordance with the Trust's Freedom of Information Policy.

The Right to Object
In certain circumstances data subjects may object to us processing their personal data. This right may be exercised in relation to processing that we are undertaking on the basis of a legitimate interest or in pursuit of a statutory function or task carried out in the public interest.

An objection to processing does not have to be complied with where the school can demonstrate compelling legitimate grounds which override the rights of the data subject.

Such considerations are complex and must always be referred to the DPO upon receipt of the request to exercise this right.

In respect of direct marketing any objection to processing must be complied with.

The Trust is not however obliged to comply with a request where the personal data is required in relation to any claim or legal proceedings.

The Right to Rectification
If a data subject informs the Trust that personal data held about them by the Trust is inaccurate or incomplete, then we will consider that request and provide a response within one month.

If we consider the issue to be too complex to resolve within that period, then we may extend the response period by a further two months. If this is necessary, then we will inform the data subject within one month of their request that this is the case.

We may determine that any changes proposed by the data subject should not be made. If this is the case, then we will explain to the data subject why this is the case. In those circumstances we will inform the data subject of their right to complain to the Information Commissioner's Office at the time that we inform them of our decision in relation to their request.

The Right to Restrict Processing
Data subjects have a right to "block" or suppress the processing of personal data. This means that the Trust can continue to hold the personal data but not do anything else with it.

The Trust must restrict the processing of personal data:

- Where it is in the process of considering a request for personal data to be rectified (see above).
- Where the Trust is in the process of considering an objection to processing by a data subject.
- Where the processing is unlawful, but the data subject has asked the Trust not to delete the personal data; and
- Where the Trust no longer needs the personal data, but the data subject has asked the Trust not to delete the personal data because they need it in relation to a legal claim, including any potential claim against the Trust.

If the Trust has shared the relevant personal data with any other organisation, then we will contact those organisations to inform them of any restriction, unless this proves impossible or involves a disproportionate effort.

The DPO must be consulted in relation to requests under this right.

The Right to Be Forgotten

Data subjects have a right to have personal data about them held by the Trust erased only in the following circumstances:

- Where the personal data is no longer necessary for the purpose for which it was originally collected.
- When a data subject withdraws consent – which will apply only where the Trust is relying on the individuals consent to the processing in the first place.
- When a data subject objects to the processing and there is no overriding legitimate interest to continue that processing – see above in relation to the right to object.
- Where the processing of the personal data is otherwise unlawful.
- When it is necessary to erase the personal data to comply with a legal obligation.

The Trust is not required to comply with a request by a data subject to erase their personal data if the processing is taking place:

- To exercise the right of freedom of expression or information.
- To comply with a legal obligation for the performance of a task in the public interest or in accordance with the law.
- For public health purposes in the public interest.
- For archiving purposes in the public interest, research or statistical purposes; or
- In relation to a legal claim.

If the Trust has shared the relevant personal data with any other organisation, then we will contact those organisations to inform them of any erasure, unless this proves impossible or involves a disproportionate effort.

- The DPO must be consulted in relation to requests under this right.

Right to Data Portability

In limited circumstances a data subject has a right to receive their personal data in a machine-readable format, and to have this transferred to another organisation.

If such a request is made, then the DPO must be consulted.

13. Data Security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

Security procedures include:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are stored securely when not in use within locked offices or locked cabinets.
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access.
- There are entry controls in all schools and any non-authorised person seen in an entry-controlled area will be challenged by a member of staff.
- Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- Paper documents/records containing confidential or sensitive information should be securely disposed of in line with our Record and Retention Schedule). Digital storage devices should be physically destroyed when they are no longer required. IT assets must be disposed of in accordance with the Information Commissioner's Office guidance on the disposal of IT assets.
- Staff, pupils or governors who store personal information on any personal devices are expected to follow the same security procedures as for school-owned equipment. See HET specific online safety policy / ICT policy / acceptable IT use agreement / policy on acceptable use of IT.
- Trust staff are encouraged to utilise the agreed Trust/school Cloud storage solution rather than removable media storage.
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected.
- Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.
- Documents containing **personal data** must be collected immediately from printers and not left on photocopiers.

Any member of staff found to be in breach of the above security measures may be subject to disciplinary action.

14. Data Projection Impact Assessments

The Trust takes data protection very seriously and will consider and comply with the requirements of Data Protection Legislation in relation to all of its activities whenever these involve the use of personal data, in accordance with the principles of data protection by design and default.

In certain circumstances the law requires us to carry out detailed assessments of proposed processing. This includes where we intend to use new technologies which might pose a high risk to the rights of data subjects because of the types of data we will be processing or the way that we intend to do so.

The Trust will complete an assessment of any such proposed processing and has a template document which ensures that all relevant matters are considered.

The DPO should always be consulted as to whether a data protection impact assessment is required, and if so how to undertake that assessment.

15. Disclosure and Sharing of Personal Information

We may share personal data that we hold about data subjects, and without their consent, with other organisations. Such organisations include the Department for Education, Education and Skills Funding Agency "ESFA", Ofsted, health authorities and professionals, the Local Authority, examination bodies, other schools, and other organisations where we have a lawful basis for doing so.

The Trust will inform data subjects of any sharing of their personal data unless we are not legally required to do so, for example where personal data is shared with the police in the investigation of a criminal offence.

In some circumstances we will not share safeguarding information. Please refer to our Safeguarding and Child Protection Policy.

Further detail is provided in our Schedule of Processing Activities.

16. Data Processors

We contract with various organisations who provide support and services to the Trust, including the following: Local Authorities, the Department for Education (DfE), Ofsted, MIS Provider, Payroll Provider, Caterers, Library Service, Cloud Storage Services, Communication Tools, Software Providers and Online Learning Platforms.

In order that these services can be provided effectively we are required to transfer personal data of data subjects to these data processors.

Personal data will only be transferred to a data processor if they agree to comply with our procedures and policies in relation to data security, or if they put in place adequate measures themselves to the satisfaction of the Trust. The Trust will always undertake due diligence of any data processor before transferring the personal data of data subjects to them.

Contracts with data processors will comply with Data Protection Legislation and contain explicit obligations on the data processor to ensure compliance with the Data Protection Legislation, and compliance with the rights of Data Subjects.

17. Images and Videos

Parents and others attending Trust or school events are normally allowed to take photographs and videos of those events for domestic (personal) purposes. For example, parents can take video recordings of a school performance involving their child, the Trust does not prohibit this as a matter of policy. However, please appreciate that this needs to be reviewed by schools considering each event and those attending. In cases where attendees are instructed that recording is not allowed, we politely request that parents and other visitors respect this instruction.

The Trust does not agree to any such photographs or videos (taken at a Trust or school event) to be used for any other purpose than personal use, but we acknowledge that such matters are, for the most part, outside of the ability of the Trust to prevent.

The Trust asks that parents and others do not post any images or videos which include any child other than their own child on any social media or otherwise publish those images or videos.

As a Trust we want to celebrate the achievements of our pupils and therefore may want to use images and videos of our pupils within promotional materials, or for publication in the media such as local, or even national, newspapers covering school events or achievements. We will seek the consent of pupils, and their parents where appropriate, before allowing the use of images or videos of pupils for such purposes.

Whenever a pupil begins their attendance at the Trust, their parent/carer, will be asked to complete a consent form in relation to the use of images and videos of that pupil (see appendix 2). We will not use images or videos of pupils for any purpose where we do not have consent.

18. Video Surveillance

The Trust operates a CCTV system, please refer to the Trust CCTV Policy.

We use CCTV in various locations around school sites (inside and outdoors) for security, safeguarding and health and safety purposes. We will adhere to the ICO's code of practice for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the DCO at the school.

19. Biometric Data

In our secondary schools, the Trust operates a biometric recognition system for the catering purposes.

Before we are able to obtain the Biometric Data of pupils or the workforce, we are required to give notification and obtain consent for this Special Category Data due to additional requirements for processing such data under the Protection of Freedoms Act 2012.

For the workforce, written consent will be obtained at the commencement of their position within the Trust and shall continue to be effective unless an objection in writing to the processing of your Biometric Data is received from the individual.

For our pupils, the school will notify each parent of that pupil prior to them commencing their education at the school of the use of our Biometric Recognition System. The school will then obtain the written consent of one of the pupil's parents before obtaining any Biometric Data.

If written consent cannot be obtained from a parent, or any parent objects in writing or the pupil objects or refuses to participate in the processing of their Biometric Data, the Trust will not process the pupil's Biometric Data and will provide an alternative means of accessing the above services. Currently schools use a pin number an as an alternative method of identification.

Further information about this can be found from schools and in our Privacy Notices.

20. Complaints and Breach Notification

Complaints should be made following the Trust's Complaints Procedure found on the website www.hamwic.org.

Information about how the Trust and its schools will deal with data breaches, including who staff should contact if they believe there may have been a data breach, can be found in the Trust's Data Breach Procedure (copy available on request).

The Data Protection Rules contain requirements about handling of breaches, which the Trust must comply with, so please ensure that you immediately report any potential breaches.

21. Associated Policies

- Freedom of Information Policy
- Complaints Procedure
- Acceptable Use of IT Policy
- Child Protection and Safeguarding Policy

22. Changes to this Policy

We may change this policy at any time. Where appropriate, we will notify **data subjects** of those changes

23. Annex 1 Definitions

Term	Definition
Biometric Data	is information about a person's physical or behavioural characteristics or features that can be used to identify them and is obtained or recorded for the purposes of a biometric recognition system and can include fingerprints, hand shapes, features of the eye or information about a person's voice or handwriting
Biometric Recognition System	is a system that operates automatically (electronically) and: • Obtains or records information about a person's physical or behavioural characteristics or features; and • Compares or otherwise processes that information with stored information in order to establish or verify the identity of the person or otherwise determine whether they are recognised by the system
Data	is information, which is stored electronically, on a computer, or in certain paper-based filing systems
Data Subjects	for the purpose of this policy include all living individuals about whom we hold personal data. This includes pupils, our workforce, staff, and other individuals. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information
Personal Data	means any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
Data Controllers	are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with Data Protection Legislation. We are the data controller of all personal data used in our business for our own commercial purposes
Data Users	are those of our workforce (including Governors and volunteers) whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times
Data Processors	include any person or organisation that is not a data user that processes personal data on our behalf and on our instructions
Processing	is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing also includes transferring personal data to third parties
Special Category Personal Data	includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, sexual orientation or genetic or Biometric Data
Workforce	Includes, any individual employed by Trust such as staff and those who volunteer in any capacity including Trustees / Members/ local governors / parent helpers

Annex 2: Pupil Photograph & Video Consent Form

PUPIL DIGITAL PHOTOGRAPHS AND/OR VIDEOS CONSENT FORM

Occasionally, we may take photographs of the pupils at our school. We may use these images in our school's prospectus, other printed publications, websites, social media platforms (e.g. Facebook, Twitter, etc.) and/or on display boards.

We may also take videos for educational use and/or use as evidence for Ofsted. These videos may potentially also be used in websites, social media platforms and display screens.

Hamwic Education Trust may also use the photographs/videos of pupils in publications, publicity materials and internet platforms.

We may also send the images to the news media (or they may come into the school and take pictures/videos), who may use them in printed publications and on their website and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

Terms of Use

- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.
- We will not use the personal details of a pupil, including their full name, alongside a photographic image on our website, in our school prospectus or in any other printed publications without good reason, for example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason.
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
- We may use group or class photographs or footage with very general labels e.g. 'maths lesson'.

Consent

I give permission for my child's image to be used in school e.g. Bromcom/SIMS, Books, Notice Boards, etc.	YES / NO
I give permission for my child's image to appear in the school prospectus and/or other printed publications that the school or Trust produce for promotional purposes.	YES / NO

I give permission to the school and Trust to use my child's image on school/Trust websites.	YES / NO
I give permission to the school to use images of my child in notifications via social media (to include Twitter/Facebook) to share details of school events and activities.	YES / NO
I give permission for you to record my child's image on video or webcam to be displayed online via school or other websites.	YES / NO
I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/footage the media may take themselves if invited to the school to cover an event.	YES / NO

I have read and understood the above information.

Pupil Name:	Year Group
Parent Name:	Parent Signature:
Date:	

24. Annex 3: Staff Photograph & Video Consent Forms

STAFF DIGITAL PHOTOGRAPHS AND/OR VIDEOS CONSENT FORM

Occasionally, we may take photographs of staff at our school or Trust. We may use these images in our school's prospectuses, other printed publications, websites, social media platforms (e.g. Facebook, Twitter, etc.) and/or on display boards.

We may also take videos for educational use and/or use as evidence for Ofsted. These videos may potentially also be used in websites, social media platforms and display screens.

Hamwic Education Trust may also use the photographs/videos of staff in publications, publicity materials and internet platforms.

We may also send the images to the news media (or they may come into the school and take pictures/videos), who may use them in printed publications and on their website and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

Terms of Use

- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.
- We will make every effort to ensure that we do not allow images to be taken of any staff for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
- We may use group or class photographs or footage with very general labels e.g. 'maths lesson'.

Consent

I give permission for my image to be used in school e.g. SIMS/Bromcom, Books, Notice Boards, etc.	YES / NO
I give permission to the school and Trust to use my image on school/Trust websites.	YES / NO
I give permission to the school to use images of me in notifications via social media (to include Twitter/Facebook) to share details of school events and activities.	YES / NO
I give permission for you to record my image on video or webcam to be displayed online via school or other websites.	YES / NO
I give permission for images of me to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/footage the media may take themselves if invited to the school to cover an event.	YES / NO

I have read and understood the above information.

Staff Name:	Staff Signature:
Date:	

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