

FOR PUPILS ATTENDING RYE COLLEGE (the Academy)

PART OF THE AQUINAS CHURCH OF ENGLAND EDUCATION TRUST (The Trust)

Images and videos – Information Sheet

This form explains the reasons why and how the Trust and Academy may wish to use images and videos of your child in certain publications. Please read the form thoroughly and confirm if you give your agreement as appropriate.

Why do we need your consent?

The Trust and the Academy requests the consent of parents on the use images and videos of their child for a variety of different purposes in order to comply with our data protection obligation, further details of which are found in the Trust's data protection policy.

Without your consent, the Academy will not use images and videos of your child for the reasons outlined below. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the Academy will abide by the conditions you outline in this form. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

Why do we use images and videos of pupils?

The Academy uses images and videos of pupils as part of displays to celebrate school life and pupils' achievements; to promote the Academy on social media and on the Academy's website; and for other publicity purposes in printed publications, such as newspapers. In addition, the names of pupils may be used in printed publications such as the Academy newsletter to acknowledge pupil achievements.

Where the Academy uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

The Academy may take images or videos of individual pupils and groups of pupils to use on social media (for example, Facebook, Twitter and Instagram), the school website, in school prospectuses and other printed publications, such as a newsletter.

In some circumstances, we may not require your consent to process photos or images of pupils, for example, if there is another legal justification for doing so. Please see the Trust's privacy notice for more details.

Who else uses images and videos of Pupils?

It is common that the Academy is visited by representatives of the Trust, local media and press, who may take images or videos of school events, such as sports days and school plays. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- The Trust.
- The Bromley Newshopper and other local newspapers.
- The Rochester Diocese

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- It is your responsibility to inform the Academy, in writing, if you wish to withdraw or amend the consent.
- The Academy will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The Academy will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The Academy may use group or class images or videos with general labels, e.g. 'sports day'.
- The Academy will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The Academy will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use photos and images for the reasons set out in this form if we have received this form back from you. Please therefore return this form to [*insert name*] so that we can update our records about whether you give your consent.

The Academy will **only** publish images and videos of your child for the conditions that you provide consent for.

Refreshing your consent

Consent will also be refreshed where any changes to circumstances occur; this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared or published prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

- Why my consent is required.
- The reasons why the Academy uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the Academy uses images and videos of my child.
- I can choose whether or not to give my consent, and the Academy will use images and videos of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

If you have any questions regarding this form, please do not hesitate to contact the Rye College by emailing office@ryecollege.co.uk or the Trust's Data Protection Officer, Mary Capon, at mary.capon@aquinatrust.org.