



Re: GDPR Update: Photographic Consent

Dear Parent/Carer,

Following the changes in GDPR guidelines we now need to ask written permission for the taking and publishing of photographs of or featuring your daughter engaging in school life activities such as trips/visits and school events. If you would like to withdraw a particular consent at any time please complete the full form with your amends and email the form to;

Ms Smedley, Marketing and Communications Officer;

emma.smedley@ursulinehigh.merton.sch.uk.

Yours sincerely,

Julia Waters
Headteacher

GDPR Update: Photographic Consent Reply Slip

(May we remind you we will never publish your daughter's full name alongside her image).

Name of Child (IN CAPITALS): Year Group / Form:

Please circle your answer

1. May we use your daughter's photograph in the school prospectus and other printed publications that we produce for promotional and marketing purposes? **Yes/No**
2. May we use your daughter's image on our website? **Yes/No**
3. May we use, if selected your daughter's work on our website? **Yes/No**
4. May we use your daughter's first name on our website and promotional materials? **Yes/No**
5. May we use your daughter's image on social media platforms (such as Twitter?) **Yes/No**
6. May we use, if selected your daughter's work on our Twitter page? **Yes/No**
7. May we record your daughter's image on video or webcam? **Yes/No**
8. Do you consent to your daughter's image being published with a press photograph? **Yes/No**
9. Do you consent to your daughter's image to be used within school for display purposes? **Yes/No**

Please note: Our photography intent and the conditions of school use of these photographs are on the back of this form. I have read and understood the conditions of use on the back of this form.

Signature: (Parent/Carer)

Date:

Parent / Carer Name:

Photographic Intent

- We may use these images as part of our school displays and sometimes in our school's prospectus or in other printed publications that we produce. We will also use them on our school website and Twitter account. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.
- If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption. If we name a student in the text, we will not use a photograph of that student to accompany the article. If a student has won an award and the parent would like the name of their daughter to accompany their picture we will obtain permission from the parent before using the image.
- From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes.

Conditions of School Use

To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your daughter.

This form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time. You will have the option to download a new form at any stage on our school website.

- We will not re-use any photographs or recordings a year after your daughter leaves this school. Historic photographs will remain on our school website and social media feeds and may remain on display boards.
- We, the school, will not use the personal details or full names (which means first name and surname) of your daughter in a photographic image, on video, on our website, in our school prospectus or in any of our printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual students, we will not use the full name of that student in the accompanying text or photo caption, unless we have your agreement.
- If we name a student in the text, we will not use a photograph of that student to accompany the article.
- We may include pictures of students and teachers that have been drawn by the students.
- We may include, if selected work from students.
- We may use group or class photographs or footage with very general labels, such as "a Science lesson" or "making Christmas cakes".

- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately
- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Parents / Carers consent will be recorded on the school's Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for. The paper copy will be retained on school file up to a year after your daughter leaves this school.
- As your daughter's parents/carers, you agree that if you take photographs or video recordings of your child/ren which include other students, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the Data Protection Act 2018 if you used the recordings for any wider purpose.

