



November 2015

Dear Parent or Guardian,

CONSENT FORM TO USE A PHOTOGRAPH

There are occasions when we may take photographs of the pupils 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. In these publications we will never use a child's full name so that he/she can be identified.

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. Pupils 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 pupil(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, to continue this good will, we request that these images are not uploaded onto social networking sites.

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, 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 or in connection with the school? If their name were to appear alongside the photographs permission would be sought from parents.		Yes / No	
I have read and accept the conditions of use on the reverse side of this form.			
Signature of parent or guardian:			
Relationship to the child:		Date:	
Internal use only	Date of expiry of authority:	Reference No:	

Conditions of use

Date Protection Act 1998

The Data Controller is: Boroughbridge Primary School

The information you provide on this form will only be used for the purposes for which you 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 suitable 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.

Yours sincerely,

Gail Lee
Headteacher