

Using pupil images in school- A statement of principals

During school activities, we may take photographs or film pupils within the school, or on school outings, for educational and reference purposes. This could include: displaying the images around the school, on the school web-site, on Twitter or in school newsletters. We may also take class or individual photographs for historical record to illustrate significant events from the school's past.

There are times when our school is visited by the media who will take photographs or film high-profile events. Pupils will often appear in these images which may be published in local or national newspapers or used on televised programmes.

Photographs are classed as personal data and, as such, the school has an obligation to justify the use of these images and to process and store them in accordance with the Data Protection Act 1998.

The school will obtain consent to take and use photographs via the permission slip signed at the start of each year by parents.

Our principals

- The school will not use children's images for any purpose if we believe it would prejudice the interests of the child.
- The school will only use images of pupils who are suitably dressed in a school uniform, show costumes or PE kit and will avoid taking pictures or video recordings of pupils in swimming costumes, except in appropriate circumstances, for example, a swimming performance.
- The school will only use the minimum amount of personal information about children in any publication, such as first name, school name and possibly year group, and will never reveal full names (unless appropriate), personal email addresses, home telephone numbers or home addresses.
- The school will restrict access to those images on a need-to-know basis and will ensure the images are stored securely. Individual and group images will be deleted when the child leaves school, unless they are of interest to the school archives.
- We will not use children's image for any reason other than those stated, unless we have a legal obligation or power, or have received consent from parents.
- Photographs will be removed from portable devices (cameras and iPads) as soon as it is practical to do so.