

Photographs

At Greenvale we regularly take and use photographs of students for a variety of purposes. We take pictures of students to show academic and social achievement. Photographs are only taken with school cameras and devices such as IPADS and are stored securely on the school network and on SOLAR the school recording and assessment programme. Photographs supporting assessment and progress are kept after the student has left school and are destroyed when they reach the age of 25. Other photographs are destroyed 2 years after the student leaves the school or earlier if no longer needed. The exception to this is where we are using pictures of your son / daughter on the school website, in the school brochure or in framed photograph displays around the school. In this case we will continue to use them until the website, brochure and framed photographs are replaced. This will be a maximum of 8 years after they have left the school. In addition, we use photos of students in the school newsletter. The school newsletter is sent home to parents and emailed to other stakeholders every half term. In school we keep newsletters for 5 years, however, we are unable to say how long they are kept by the families and people we send them to.

How we destroy photographs

Photographs stored on the school network are deleted and any printed photographs are shredded.

Consent for (Name of student)

Please let us know your preference on the following types of photograph

- I give permission for my son/ daughter to be photographed for **in School** use

e.g. for assessment purposes, school visits, sports activities, school displays

Please place a tick in the box if you give permission or cross if you do not give permission.

- I give permission for my son / daughters photographs to be used in the school newsletter

Please place a tick in the box if you give permission or cross if you do not give permission.

- I give my permission for my son/ daughter to be photographed for use in the school brochure and school website

Please place a tick in the box if you give permission or cross if you do not give permission.

- I give permission for my son/ daughter to be photographed for framed photograph displays around the school

Please place a tick in the box if you give permission or cross if you do not give permission.

Name and Signature of parent or carer

.....

Date.....

If you change your mind and wish to withdraw consent for photographs to be taken and used, please contact the school office.