



Staff member consent form 25.9.18



Dear employee,

Consent to use information, images and videos online and in Academy Trust publications

I am writing to seek your consent for Brookfields School, which is part of the Shaw Education Trust, to use your name, image or video for certain purposes connected with the Academy Trust.

You may be aware that the law relating to data protection is changing so we are taking this opportunity to review the consent that we have on file to use the names, photographs and videos of staff members for these reasons.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options below, we will ensure that your name, photo or a video is not used for those purposes if you can be identified from it. In some cases, we may take group photos and we may publish a photograph if we are satisfied that individual pupils cannot be identified from the image.

Please note that there are likely to be circumstances when we may use your photograph for other purposes connected with the Academy Trust where we do not require your consent because there is another legal reason which permits us to use your photos or images. For example, we keep a copy of the official Academy Trust photo on our database so that we can correctly identify staff members. There may be other times we use your photo or image for purposes connected with the Academy Trust where we do not require your consent. For further information, please see our privacy notice which is available on the Shaw Education Trust website.

We will write to you every other year to refresh your consent but we will write to you sooner than that if we wish to use your name, photo or image in a way that is not anticipated below, for example, if the Academy Trust wishes to use a different social media site or online platform.

You can withdraw your consent at any time by contacting the Academy Trust data expert; Lyndsay Williams. If you withdraw consent for your name, photo or video being used in any of the ways set out below, we will stop using it in this way but we may still need to retain a copy of the photograph or video for other reasons, for example, where it is needed to perform our public task of providing education.

To enable us to update our records, please fill in the form below and return it to: Sara Ainsworth by 1.10.18.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Sara Ainsworth (Headteacher)

CONSENT FORM

NAME OF STAFF MEMBER: _____

Providing your consent

Please read the following options 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 your name, photos or videos for the reasons set out in this form if we have received this form back from you. Please therefore return this form to Sara so that we can update our records about whether you give your consent. There is no obligation on you to give consent if you prefer not to do so. The Academy Trust will **only** publish your name, images and videos for the options that you provide consent for.

I provide consent to:	Yes	No
Using my name in posts on the school website.		
Using my photo on the school / Trust website (If a photograph of a staff member is put on the website, we will not include their name without seeking their additional consent).		
Using my video on the school / Trust website. (If a photograph of a staff member is put on the website, we will not include their name without seeking their additional consent).		
Using my photo in the school/Academy Trust newsletter which is made available on the school's / Trusts website.		
Using my photo on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook 		
Using my video on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook 		
The media using my photo to publicise school /Academy Trust events and activities, including the following organisations: <ul style="list-style-type: none"> • Local newspapers • TES • Schools Week • Headteacher Update • QA Education • Leader Magazine • Independent • Academy Trust Today • Guardian 		

I provide consent to:	Yes	No
The media using my video to publicise school / Academy Trust events and activities, including the following organisations: <ul style="list-style-type: none"> • Local newspapers • TES • Schools Week • Headteacher Update • QA Education • Leader Magazine • Independent • Academy Trust Today • Guardian 		
Using my photo in marketing materials, e.g. brochures and prospectus which may be in hard copy format and/or available online.		

I _____ (name) confirm that I have read and understood the Academy Trust's letter dated 25.9.18 about consent and I have selected from the above options whether I do or do not give consent for my name, photograph or video to be used in the various ways set out above:

Name: _____

Signature: _____

Date: _____