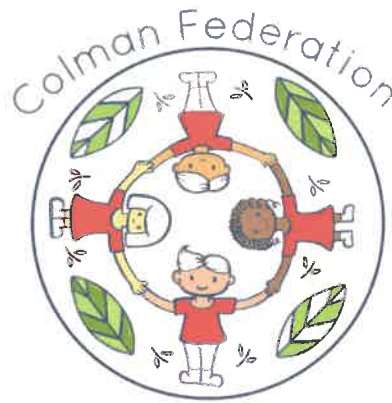


Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

September 2020

Dear Parents/Carers

**Re: Photographs and Video Consent Form - Updating for New Academic Year**

At the start of the new academic year we write to ask that you update your preferences on the attached Photographs and Video Consent Form. Therefore, please can you read our policy at the top of the document and tick the purposes that you give consent to. Please then complete the declaration at the bottom of the form.

Please return via the Class Teacher by no later than Monday 21<sup>st</sup> September. If you have any queries, please ring the main school office on 01603 508530.

Thank you for your assistance with this matter.

With best wishes

A handwritten signature in black ink, which appears to read "Julie Sandford". The signature is stylized and cursive.

Julie Sandford  
Executive Headteacher  
Colman Federation

Enc

Colman Federation

**Photographs and Video Consent Form - 2020/2021**

**Step 3**

**Our policy for school photographs/videos**

Photographs and videos are used in our school for many different reasons, but they will only be collected and stored with a documented lawful basis.

Photographs and videos will be used where they are deemed essential for performing the public task of a school establishment, as outlined in the Colman Federation’s data protection policy. When required for other purposes, these will be documented and explicit consent will be sought from parents/pupils as outlined below.

The retention period for photographs and videos will be documented in the retention policy. At the end of the retention period photographs will either be destroyed, or they may be retained for archiving purposes in the public interest.

Where photographs are used as part of a display we will not accompany the photograph with any other identifiable information such as names.

Photographs and video will only be taken using school equipment and must represent the school and children positively – inappropriate, negative, embarrassing or distressful photos will not be used.

Consent will be sought from parents/carers of pupils.

Where parental consent has been obtained, we will use this as the lawful basis for processing photographic personal data until the pupil is able to either confirm or withdraw consent.

**Public events and external media**

Please also note that when your child is in a public venue (such as a county sports event) local media may take photos. You are able to object to this processing and we will give you prior knowledge if and when we know third-parties will be present at external events.

Where local media come into the school to take photographs, we will ask for consent for that specific purpose beforehand.

**We collect and use photographs for the following purposes.**

Please tick each box to confirm you agree to the use of photographs for that purpose.

<b>For display in access-controlled areas of the school (such as corridors, classrooms)</b>	<input type="checkbox"/>
<b>For display in public areas of the school (such as reception)</b>	<input type="checkbox"/>
<b>For use in the school newsletter and other printed documents (such as the prospectus)</b>	<input type="checkbox"/>
<b>For use on the school website</b>	<input type="checkbox"/>
<b>For use on social media (such as the school Twitter and Instagram page)</b>	<input type="checkbox"/>
<b>School photographs can be provided to the media for publication or broadcast</b>	<input type="checkbox"/>
<b>For an external photographer to take individual or class photographs that you and others may purchase</b>	<input type="checkbox"/>

**I have read and understood the information.**

I agree for my child’s photographs and video to be used for the purposes I have consented for above.

Pupil name	
Name of parent/carer	
Signature of parent/carer	
Date:	

If you wish to withdraw consent at any time, please fill in a consent withdrawal form available from our website or from the school office. We aim to remove all materials within one month.