



## **PHOTOGRAPH POLICY**

**LODDINGTON CE SCHOOL**

## Photograph Policy

|                                      |           |                       |         |
|--------------------------------------|-----------|-----------------------|---------|
| <b>Date of policy / last review:</b> | June 2018 | <b>Review period:</b> | 2 years |
| <b>Date of next review:</b>          | June 2020 | <b>Owner:</b>         |         |

Peterborough Diocese Education Trust (the “Academy Trust”), which includes Loddington CE School (the “school”), is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The Academy Trust / school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Academy Trust will not normally seek consent for any internal use of photographs as the processing of such personal data is in accordance with the statutory functions of the Academy Trust in providing an education to the pupil and is therefore lawful on the grounds of public interest. However the Academy Trust will take into account any parental preferences expressed.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12.

If you wish to express a preference for the Academy Trust / school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the attached form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

### Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photographs for the prospectus, or to show as slides at an event for parents / carers. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the parents / carers will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first.

**Academy Trust / Academy Website and Social Media (e.g. Twitter & Facebook) use**

The school will only use photographs of children on the school website with consent.

## **Media Use**

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in the school or at Academy Trust / school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs then they must obtain specific consent from the parents/carers. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

## **Family Photographs at Academy Trust / School Events**

- It will be at the discretion of the school whether photographs may be taken at an Academy school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

## Expression of Parental / Carer Preferences

Name of Child: \_\_\_\_\_

Please tick any that apply:

### Unnamed Photographs:

- I would prefer that unnamed photographs of my child are not used in the school.
- I would prefer that unnamed photographs of my child are not used for school use for wider publication:
  - School prospectus and similar information
  - School website
  - Display boards
- I would prefer that an unnamed photograph of my child does not appear in any external publication.

### Named Photographs:

- I would prefer that named photographs of my child are not used in the school.
- I would prefer that named photographs of my child are not used in any school publication.
- I would prefer that named photographs of my child are not used on the school website.
- I would prefer that named photographs of my child do not appear in any external non-school publication.

**I understand that the school will try to take my preferences into account but that the school must comply with Data Protection Act 2018 which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself.**

Signed \_\_\_\_\_ PRINT NAME \_\_\_\_\_

Relationship to child \_\_\_\_\_