



HARDENHUIISH SCHOOL PHOTOGRAPH POLICY

Introduction

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 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 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. For this reason, for most pupils in a secondary school it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision, the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the 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 at Hardenhuish 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 or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When any photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- Prospectus and website photographs: although these photographs are unnamed, we will notify you and your child if they have been selected to be part of a photographic session for these purposes and specific consent will be sought. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.
- If the school wants to use named photographs, then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

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 present in school or at school events, this will be on the condition that they observe this policy and parents will be informed of their presence.

- The school will also release photographs to the media with press releases where appropriate.
- All photographs taken by or published in the media will be unnamed. If named photographs are required by the media, these will only be provided where consent has been obtained from pupils with capacity to consent or the parents of those without capacity.

Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a 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 social media.

Expression of Parental Preferences

Name of child:

Tutor Group:

Please tick any that apply:

Unnamed Photographs:

- I am happy for unnamed photographs of my child to be used in school.
- I would prefer that unnamed photographs of my child are not used by the school for wider publication:
 - In the school prospectus and similar marketing materials
 - On the school website
 - On display boards
- I would prefer that an unnamed photograph of my child does not appear in any external non-school publication.

Named Photographs:

- I would prefer that named photographs of my child are not used in school.
- I would prefer that named photographs of my child are not used by the school for wider publication:
 - In the school prospectus and similar marketing materials
 - On the school website
 - On display boards
- I would prefer that a named photograph of my child does 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 the Data Protection Act 2018 which gives my child rights with regard to his/her own data when he/she has capacity and understanding to make decisions about the publication of photographs of him/her for himself/herself.

Signed

Print Name:

Relationship to Child