



HARDENHUISH SCHOOL

USE OF IMAGES PROCEDURE FOR YEARS 8 AND ABOVE

If you would like any policy in a more accessible version, please contact the Administration Manager (admin@hardenhuish.wilts.sch.uk)

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1. Introduction

The school is obliged to comply with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 when it takes or publishes images of its pupils, this includes photographs as well as recordings. The school will always try to act in the best interests 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 images of your child in certain circumstances, then please indicate your preferences using the relevant form. If no preferences are expressed, then we will act in accordance with the principles expressed in this policy. It is important that you make us aware of any safeguarding or other issues that underpin any expressed preference for photos not to be taken.

Ordinarily the following rules will apply to taking images at Hardenhuish School:

2. Photographs for Internal Use

- The school may 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. Where the School takes any photographs of pupils and students' consent is sought from parents via a Microsoft Form (usually when a young person commences their education at Hardenhuish).
- The School does not always rely on consent as the basis of processing to take images – in the case of safeguarding (and identifying students, consent is not sought as this is something that the school is required to do by law).
- 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.

3. 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. Before allowing filming, the school will make all reasonable inquiries of the organisation to ensure that they will comply with the GDPR and data protection legislation – for example that it will keep the photos safe and not share them with anyone unless this has been made clear in advance and appropriate consents have been obtained. A contract will be put in place where appropriate.
- 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 request to 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 specific consent has been obtained at that time from pupils with capacity to consent or the parents of those without capacity

- Parents and children should be aware that once images are published online, the school will not be able to control the use of these images.

4. Family Photographs at School Events

It is the school's policy not to allow parents to take footage/images at school events.