

## Pupil Image Consent Form

For use by Hertfordshire County Council schools

Occasionally, we take photos of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends Greenfields Primary. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative, distressing or sensitive issues.
4. We may use group or class photos or footage with very general labels 'eg science lesson'.
5. We will only take images of children who are suitably dressed.
6. We will make every effort to ensure that we do not allow images of children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from this publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.*

To give your consent, please complete the information overleaf and return the form to the school.



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Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites

I do not want my child's image used in publicity.

**Please note, we will send you a separate letter of request where the press/media or outside agencies (eg sports companies) wish to take photographs or film your children.**

I have read and understood the information overleaf.

Name of child: \_\_\_\_\_

Parent's or carer's signature \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

Date \_\_\_\_\_

*If you require help completing this form or a translated version, please see the school office.*