CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

Brackenagh West Primary School, 22 Church Road, Kilkeel, Co Down, BT34 4QB

Principal: Michael Peacock **Telephone:** 028 417 65055 **Website:** ww.bwps.co.uk **Email:** bwps@btconnect.com

Consent Form for ..... Date of Birth …….

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, displays, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (*newspaper and media companies will often use a full name and we will not seek further permission for this).

We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage. Parents/legal guardians should complete this form on behalf of the pupil.

This consent form is valid for the academic year 2018 to 2019. It will be updated on an annual basis. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

* New requirements for consent, e.g. an additional form of media to use with pupils/parents/legal guardians
* Changes to school circumstances, e.g. if a new Principal reviews how the school markets itself

Please complete the following, and **return both pages** to school **as soon as possible**:

(a) Pupils' name and date of birth (above)
(b) All sections on page 2 (overleaf)

I give permission for photographs, voice recordings or videos of my child to be taken and used within school, for example: displays in school entrance, noticeboards etc.	Yes / No
I give permission for photographs of my child to be used in the printed school information sheet / newsletter.	Yes / No
My child may be named in the caption or article associated with the image in the school information sheet / newsletter.	Yes / No
I give permission for photographs, voice recordings or videos of my child to be used on the school's website, and the school-managed social media portals (Facebook, Twitter, Instagram & YouTube), for example: as part of a school trip blog.	Yes / No
I give permission for my child's work to be used on the school website and the school-managed social media portals.	Yes / No
My child may be named in the associated captions or articles on the website or school-managed social media portals.	Yes / No
My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.	Yes / No
I give permission for visiting media organisations to take photographs or video footage of my child and use them in local or national publications, on websites and on radio or television programmes.	Yes / No
My child's name* may be used in connection with this material. (*in these instances full names are often used).	Yes / No
My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards.	Yes / No

Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current online and social media accounts are the school website, Facebook, Instagram, YouTube and Twitter.

We may continue to use your child's image or footage after they have left the school in promotional materials or on our social media or website accounts.
We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.
We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result. Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Signed by parent/legal guardian _____ Print name _____

Relationship to child _____ Date _____