



# KINGSWOOD SECONDARY ACADEMY

## Photographic and film consent

Please read the information below and then complete the following details in block capitals and black ink.

### Photographic and film consent – How we use your information

To comply with the Data Protection Act 1998, we need to make you aware that from time to time we may photograph or film your child undertaking academy activities. We may use the photographs or films either within GDFT buildings (internally) or outside of GDFT buildings (externally).

- Pupils will always be made aware if they are being photographed / filmed, what the purpose of this is and will be given the opportunity to object.
- Where the relevant consent has been obtained, photographs and films may be :
  - used on displays, in presentations and in publications.
  - used on the Virtual Learning Environment, websites and on social media sites which can be viewed throughout the world and not just in the United Kingdom where UK law applies.
  - supplied to the media for use in newspapers & magazines and on TV, websites or social media sites.
  - used for monitoring or educational uses e.g. curriculum subjects requiring video and photographs to be submitted to external examiners.
- The full names (first name and surname) of pupils will not be disclosed without good reason and consent will be obtained for this.
- Pupil addresses will not be disclosed in detail, but we may state, for example, 'Sally from Skegness'.
- Photographs and films will not be substantially edited, adapted or altered from their original intention or purpose, or used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress.
- Copyright of all photographs and films belong to the GDFT.
- Any reproduction or distribution of photographs or films by a third party will constitute an infringement of copyright without the written permission of the GDFT and must be accompanied by a credit or by-line stating the authorship of the photographs or videos.
- Parents and pupils will be informed in advance if external parties, including the media, wish to photograph or film pupils and will be given the opportunity to object.

Further information is available on request by emailing [dataprotection@greenwoodacademies.org](mailto:dataprotection@greenwoodacademies.org)

### Photographic and film consent declaration

Pupil's full name

☐

I **DO** give permission for the GDFT to use photographs AND films of my child

☐

I **DO NOT** give permission for the GDFT to use photographs AND films of my child

I have read and understood the information above and am signing this form as a parent or carer, who represents the pupil named above and his/her best interests.

I understand that it is my responsibility to notify the Academy if I change my mind about withdrawing or granting permission at any time in the future.

Parent/carers full name

Signature

Date

### Office use (MIS data validation check)

Data Manager

Signature

Date

