

# St Barnabas CE Primary School

## Photography and Videos at School Policy

Last updated: June 2018

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## Statement of intent

At St Barnabas CE Primary School, we use imagery and videos for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school community, we also understand that these can have significant risks for those involved. Under the legal obligations of the General Data Protection Regulation (GDPR), the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

The school has implemented a policy on the safe use of cameras and videos by staff and parents to reflect the protective ethos of the school with regard to pupils' safety.

In order to ensure that, as far as possible, the use of photography and video is used safely at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

1.2. This policy has been created with regard to the following guidance:

- Information Commissioner's Office (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- Information Commissioner's Office (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'

1.3. This policy also has due regard to the school's policies, including, but not limited to, the following:

- SEND Policy
- Behaviour Policy
- GDPR Data Protection Policy

## 2. Definitions

For the purpose of this policy:

2.1. "Personal use" of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g. a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo, and are not intended to be passed on to unknown sources. The principles of the GDPR do not apply to images and videos taken for personal use.

2.2. "Official school use" is defined as photography and videos which are used for school purposes, e.g. as part of a child's record. These images are likely to be stored electronically alongside other personal data. The principles of the GDPR apply to images and videos taken for official school use.

2.3. "Media use" is defined as photography and videos which are intended for a wide audience, e.g. photographs of children taken for a local newspaper. The principles of the GDPR apply to images and videos taken for media use.

2.4. Staff may also take photos and videos of pupils for "educational purposes". These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the GDPR apply to images and videos taken for educational purposes.

## 3. Roles and responsibilities

3.1. The headteacher is responsible for:

- Submitting consent forms to parents with regards to photographs and videos being taken whilst at school.
- Ensuring that all photos and videos are stored and disposed of correctly, in line with the GDPR.
- Deciding whether parents are permitted to take photographs and videos during school events.
- Communicating this policy to all the relevant staff members and the wider school community, such as parents.

3.2. The designated safeguarding lead (DSL) is responsible for:

- Liaising with social workers to gain consent for photography and videos of LAC pupils.
- Liaising with the data protection officer (DPO), to ensure there are no data protection breaches.
- Informing the headteacher of any known changes to a pupil's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

3.3. Parents are responsible for:

- Completing the Consent Form when their child starts school or when a new form is issued.
- Informing the school in writing where there are any changes to their consent.
- Acting in accordance with this policy.

3.4. In accordance with the school's requirements to have a DPO, the DPO is responsible for:

- Informing and advising the school and its employees about their obligations to comply with the GDPR in relation to photographs and videos at school.
- Monitoring the school's compliance with the GDPR in regards to processing photographs and videos.
- Advising on data protection impact assessments in relation to photographs and videos at school
- Conducting internal audits, in regards to the school's procedures for obtaining, processing and using photographs and videos.
- Providing the required training to staff members, in relation to how the GDPR impacts photographs and videos at school.

## 4. Parental consent

- 4.1. The school understands that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.
- 4.2. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.
- 4.3. Where consent is given, a record will be kept documenting how and when consent was given and last updated.
- 4.4. The school ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data will be found, or the processing will cease.

- 4.5. Where a child is under the age of 16, the consent of parents will be sought prior to the processing of their data, except where the processing is related to preventative or counselling services offered directly to a child.
- 4.6. All parents will be asked to complete the Consent Form when their child starts school or when a new form is issued, which will determine whether or not they allow their child to participate in photographs and videos.
- 4.7. The Consent Form will be valid for the length of time that the child attends St Barnabas CE Primary School unless the pupil's circumstances change in any way, e.g. if their parents separate, or consent is withdrawn. Additional consent forms will be required if the pupil's circumstances change.
- 4.8. If there is a disagreement over consent, or if a parent does not respond to a consent request, it will be treated as if consent has not been given, and photographs and videos will not be taken or published of the pupil whose parents have not consented.
- 4.9. All parents are entitled to withdraw or change their consent at any time during the school year.
- 4.10. For any LAC pupils, or pupils who are adopted, the DSL will liaise with the pupil's social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of an LAC pupil, or pupils who are adopted, would risk their security in any way.
- 4.11. Consideration will also be given to any pupils for whom child protection concerns have been raised. Should the DSL believe that taking photographs and videos of any pupils would put their security at further risk, greater care will be taken towards protecting their identity.
- 4.12. A list of all the names of pupils for whom consent was not given will be created by the administrator and will be circulated to all staff members. This list will be updated when consent changes or the DSL reports any changes to a pupil's security risk.

## 5. General procedures

- 5.1. Photographs and videos of pupils will be carefully planned before any activity.
- 5.2. The headteacher will oversee the planning of any events where photographs and videos will be taken.
- 5.3. If organisations other than those that have been listed on the consent form wish to take photographs or videos of pupils (e.g. for their own promotion or marketing), separate consent will be sought from parents.
- 5.4. The list of all pupils of whom photographs and videos must not be taken will be checked prior to the activity. Only pupils for whom consent has been given will be able to participate.
- 5.5. The staff members involved, alongside the headteacher and DPO, will liaise with the DSL if any LAC pupil, adopted pupil, or a pupil for whom there are security concerns is involved. (see section 6 of this policy)

- 5.6. School equipment will be used to take photographs and videos of pupils. Exceptions to this are outlined in section 7 of this policy.
- 5.7. Staff will ensure that all pupils are suitably dressed before taking any photographs or videos.
- 5.8. Where possible, staff will avoid identifying pupils. If names are required, only first names will be used.
- 5.10 Photos and videos that may cause any distress, upset or embarrassment will not be used.
- 5.11 Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the DPO.

## 6 Additional safeguarding procedures

- 6.10 The school understands that certain circumstances may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.
- 6.11 The DSL will, in known cases of a pupil who is an LAC or who has been adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.
- 6.12 Any measures required will be determined between the DSL, social worker, carers, DPO and adoptive parents with a view to minimise any impact on the pupil's day-to-day life. The measures implemented will be one of the following:
- Photos and videos can be taken as per usual school procedures
  - Photos and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
  - No photos or videos can be taken at any time, for any purposes
- 6.13 Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which pupils are not to be involved in any videos or photographs, held in the school office, will be updated accordingly.

## 7 School-owned devices

- 7.10 Digital photos will be held on the school server.
- 7.11 Where school-owned mobile devices are used, images and videos will be transferred onto the school server at the earliest opportunity, and removed from any other devices.
- 7.12 Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.
- 7.13 Photographs and videos taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

7.14 Digital photographs and videos held on the school's drive are accessible to staff only. Photographs and videos are stored in labelled files, annotated with the date, and are only identifiable by year group/class number – no names are associated with images and videos. Files are password protected, and only staff members have access to these passwords – these are updated termly to minimise the risk of access by unauthorised individuals.

## 8 Use of a professional photographer

5.9. If the school decides to use a professional photographer for official school photos and school events, the headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos or photographs.
- Not allow unsupervised access to pupils or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- Ensure that the photographer will comply with the requirements set out in GDPR.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images or videos are not used for any other anything other than the purpose indicated by the school.

## 9 Permissible photography and videos during school events

5.10. If the headteacher permits parents to take photographs or videos during a school event, parents will:

- Remain seated while taking photographs or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photographs or videos their own children.
- Avoid disturbing others in the audience or distracting pupils when taking photographs or recording video.
- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photographs and/or videos if and when requested to do so by staff.
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## 10 Storage and retention

10.1 Once pupils and staff have left the school, photos will be kept securely in the school archives and may be used to mark occasions such as a member of staff leaving or to celebrate a school anniversary.

10.2 Photos that are currently on display in the school or on the school website / social media accounts at the time that the pupil leaves the school will be used until such time that they are replaced by new photographs or the social media account is deleted.

10.3 Images obtained by the school will not be kept for longer than necessary.

10.4 They will not be used other than for their original purpose, unless permission is sought from the headteacher and parents of the pupils involved.

10.5 Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed, once the data should no longer be retained.

10.6 When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

10.7 Where a pupil's security risk has changed, the DSL will inform the headteacher immediately. If required, any related imagery and videos involving the pupil will be removed from the school drive immediately. Hard copies will be removed by shredding.

10.8 Official school photos are held on Integris alongside other personal information, and are retained for the length of the pupil's attendance at the school, or longer, if necessary, e.g. due to a police investigation.

10.9 Some educational records relating to former pupils of the school may be kept for an extended period for legal reasons, but also to enable the provision of references or academic transcripts.

## 11 Monitoring and review

11.6 This policy will be reviewed on an annual basis by the headteacher and the DPO. The next scheduled review date for this policy is May 2019.

11.7 Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

## **Appendix 1**

### **Consent for Use of Your Child's Image**

Due to changes in the Data Protection Law (GDPR) we are required to update pupil photo permissions. This document explains the reasons why and how St Barnabas CE Primary School may use images and videos of your child. Full details can be found in the 'Photography and Video at School Policy' on the website. Please read this information thoroughly and outline your agreement in the attached form as appropriate.

### **Why do we need your consent?**

St Barnabas CE Primary School requests the consent of parents to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

### **Why do you we use images and videos of your child?**

St Barnabas CE Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text. If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

St Barnabas CE Primary School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

### **Who else uses images and videos of your child?**

#### Local Media and Press

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

#### Sustrans

We currently work in partnership with Sustrans to support healthy lifestyles and a school travel officer regularly supports and leads activities in school. Sustrans may wish to take photographs or videos of pupils taking part in these activities for their own promotional materials (including social media)

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

### **Changing your consent**

This form is valid until your child leaves the school or until an updated form is issued. Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you wish to withdraw or change your consent, please contact the school office. You will then be asked to complete a new consent form.

## Photograph and Video Consent Form

Please complete and return this form to the school office

Name of child..... Year .....

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. The school will **only** publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Images / videos of my child used for school use (this includes displays, marketing material, school website/twitter/app, PTA facebook). Child will not be named.		
The local media using images and videos of my child to publicise school events and activities.		
Sustrans using images and videos of my child for their own promotion and to publicise events and activities.		

### Declaration

I understand:

- Why my consent is required.
- The reasons why St Barnabas CE Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change (e.g. form updated).
- I can amend or withdraw my consent at any time and must do so by completing a new consent form.

Name of parent \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_