



Parental Consent Media Publication

Dear Parent / Carer,

UK & EU data protection and privacy laws state that individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. The school's privacy notice is available to view on the school website. It explains how we collect, store and use personal data about pupils.

As part of our school activities, we often take photographs and record images of individuals and groups within our school. It is necessary to obtain consent from parents/carers for media of their child to be published. This is separated into three options, *Internal*, *School community sharing* and *public publication*. Please note we are unable to allow specific exception outside of the three options above. If you give consent, it will be for all the purposes listed, regardless of any notes or caveats you place on the consent.

Public Publication - For example, on our school website, social media accounts, in the school newsletters, as well as external agencies such as newspapers. When publishing photographs and videos externally, **they will not include any personal information about your child** (eg name).

Wider school community sharing - For example in schoolwork, learning journeys, on our secure online learning and messaging platform(s), Year 6 Leavers' Book and class/whole school photographs by the school or external photographers where members of our wider school community will have access to these. Once the media is in the hands of other community members, we will not have control over what they might do with it in the future.

Internal - For example, displayed within school on noticeboards and display boards or electronic displays.

You can withdraw consent at any time. If consent is withdrawn, we will unpublish the photographs or videos where we are able and not distribute them further.

Please note that if permission is not granted for a particular child, this may prevent them being involved in group/whole class photos on trips etc. or they may be positioned/seated in such a way as to avoid them being captured on media during events such as class assemblies, residential photos, nativities etc.

When you register on Arbor, please ensure you complete all three publication consents with your preference for each.

Your co-operation in this matter is very much appreciated.

Yours sincerely
Mrs Anne Crane
Headteacher

