



Reckleford Infant School and Nursery

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Yeovil

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<https://www.reckleford.somerset.sch.uk/>

Headteacher: Jo Greathead

19th June 2024

Dear Parents and Carers,

We occasionally take photographs, videos or sound recordings of the children at our school. These images may be used on display boards in school, our school prospectus, in other printed publications that we produce, on our school website, shared with local press and on the School Facebook page. We may also make videos or webcam recordings for school plays and events.

All staff are aware of their responsibilities and they will always take care with how the images and sound are collected and how they are stored.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. **Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.**

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notice on the school website: <https://www.reckleford.somerset.sch.uk/key-information/policies/>. We may also take photos of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so, or if you have given your specific consent.

Please note that **you can withdraw your consent at any time**. If you have any queries or wish to withdraw or review your consent, please contact the school.

Kind regards,

A handwritten signature in blue ink that reads 'Jo Greathead'.

Jo Greathead

Headteacher

Conditions of Use:

- This form is valid for your child's time at the school. Your consent will automatically expire after this time.
- We will not usually retain other photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, are likely to exist for 4 years after the child has left the school.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
- We will retain a small sample of photographs such as annual class photos that represent an historical record for the school.
- If we use photographs of individual pupils, we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data.
- We may use group or class photographs or footage with very general labels e.g. 'a science lesson'.
- We will only use photographs and videos of pupils who are suitably dressed.
- Parents should note that websites can be viewed around the world and not just the United Kingdom (where UK law applies) and when copied from the website, images and information can no longer be controlled by the school.

Consent for children to appear in photographs, video or sound recordings (and how they will be used)



Please read the attached letter from the school and Conditions of Use

Description of the use of Photographs, Video or Sound	Please circle	
Printed copies		
The school can use your child's image printed out for displays in school and other printed publications or posters we produce for in-school purposes only	Yes	No
School Photographer <i>(Please note: the photographer will take an individual photo of your child so we have a clear photo for their school record. If you do not wish your child's photo to be taken, please contact the school)</i>		
Your child can be included in the official class photo taken by a professional photographer	Yes	No
Website and online use <i>(Please note: websites can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from the website, images and information can no longer be controlled by the school)</i>		
The school can use your child's image for publicity in newspapers <i>(Please note: Newspapers may publish the image on their own websites)</i>	Yes	No
The school can use your child's image on the school website and school Facebook page , including online publications and online promotional material. <i>(Please note: We will never name children on social media. We cannot control other people sharing posts/images from our Facebook page)</i>	Yes	No
The school can video your child as part of a school play, concert or event and publish the video on the school website and Facebook page . <i>(Please note: We will never name children on social media. We cannot control other people sharing posts/images from our Facebook page)</i>	Yes	No

Child's Name: _____

Class: _____

Your name: _____

Signed: _____

Relationship to child: _____

Date: ____ / ____ / ____

PLEASE RETURN THIS PAGE AS SOON AS POSSIBLE OTHERWISE WE WILL ASSUME YOU DO NOT GIVE CONSENT FOR PHOTOGRAPHS TO BE TAKEN