ASHURST CE AIDED SCHOOL

PRIMARY

Photograph/Film Consent Form
Special Events Permission

Taking, keeping and publishing photographs and video footage involves processing personal data. The School's Privacy Notice will cover the majority of processing where it is limited to official use, monitoring and for educational purposes. However, to comply with the Data Protection Act and the General Data Protection Regulations, consent will be required where there is additional processing of personal data which is not within the reasonable expectation of those involved, such as taking photographs for use in building passes, or photographs/video for media use other than e.g. of School awards ceremonies.

Name and contact details of the Data Protection Officer:

Mrs A Hedley. Ashurst CE Aided Primary School, School Lane, Ashurst, Near Steyning,

West Sussex, BN44 3AY

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Name of person in the photograph/film:

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Where photograph/film was taken:

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Shot/film showing:

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Date taken: ……

Name of Photographer or Film maker:

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By signing this form you consent to use of this photograph/film for: (please delete any that you do not agree to)

- Printed and promotional material, e.g. leaflets, prospectus, booklets, posters, DVDs;
- School and/or WSCC Website/s and social media
- Exhibitions/displays not within school premises;
- The photograph/film may also be used in local newspapers, television reports and on media websites.

Please note photographs may be taken at public events/performances by third parties and are beyond our control.

Where appropriate, we may add the name of the person featured in the photograph/film. School currently will not use individual pupil names with any published material.
We will not include personal email or postal addresses, telephone or fax numbers on our website or in printed publications.

We will expect to be able to use photographs/films for a minimum of three years to a maximum of ten years from the date of signing this form.

The following organisation/third party will also rely on this consent:

Name of third party/organisation:

Agreement

The school owns the copyright of this photograph/film. It will be used solely for the purpose/s mentioned above.

The above named person has agreed for this photograph/film and any other reproductions to be used as specified. If the person wishes to withdraw their consent they may do so by letter or email to the Data Protection Officer (DPO) whose contact details are above.

If consent is withdrawn the DPO will acknowledge receipt of the request in writing by letter or email. The school will delete the file from our image bank within one month of receipt of your request and we will not use it in any new material produced from the date of the letter. Material previously issued which includes the photograph/film may, however, remain in circulation, but it will not be included in any further reprints.

Signature of person in photograph/film (if aged 16 or over)

…… **Date**……

or

Authorised signatory (if person photographed/filmed is aged 15 or under)

…… **Date**……

Relationship to person, eg parent/guardian/other *(delete as appropriate)*

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Contact address/phone number/email address of subject (or authorised signatory)

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