

Giving Consent for Using Images & Recordings of Members of School Staff for Educational and Publicity Purposes

- When taking photographs or making recordings of members of school staff for educational and publicity purposes, the *Data Protection Act 1998* states that schools need to obtain the permission of those members of school staff.
- The consent given by the member of school staff will be valid for the period of time they remain at the school, or return to the school if a secondment or break in contract occurs. However, if an image or recording is already in use at the time the member of staff leaves the school, it will continue to be used for its existing purpose only, unless the member of school staff informs the school in writing.
- The school will not use full names (first and surname) of members of school staff to accompany images or recordings unless for good reason. We will not include personal email addresses, postal addresses, telephone numbers, or fax numbers in any material for educational and promotional purposes.
- The school will only use images or recordings of members of school staff who are suitably dressed to reduce the risk of such images or recordings being used inappropriately.
- The school will endeavour to make sure that all images or recordings made of members of school staff are stored safely and are only used in an appropriate and responsible manner.

1. The Taking of Photographic Images and Making Recordings of Members of School Staff

The taking of photographic images and the making of recordings of members of school staff by any or all, audio, visual, and audiovisual recording devices including (but not limited to) film or digital camera; video camera; sound recording equipment; and other electronic devices; may occur during the working life of members of school staff at the school.

2. Press

The press are exempt from the *Data Protection Act 1998*, however they may be invited into school or to external school activities to photograph or film members of staff. Photographs or recordings taken or made in school or at external school activities may be given to the press to illustrate news articles.

3. Electronic and Postal Transfer of Images and Recordings

Images and recordings are often transferred between educational and press personnel by electronic means (e.g. email) or by post.

4. Websites

Images or recordings of members of school staff, or groups of members of school staff, may be used on the school website. These images will then be in the public domain.

5. School Literature and Displays

Images of members of school staff may be used in school literature targeted at specific audiences (e.g. newsletters, school prospectuses, publicity). Images of members of staff may also be used on school display boards and electronic display screens which may be viewed by any visitor to the school.

6. Webcams and Video Conferencing

Webcam use and video conferencing may be used as teaching aids. This may involve the recording of images and/or the sending of images over the Internet (e.g. members of school staff may communicate live with other members of school staff in other schools).

7. Images Taken and Recordings Made on Behalf of the School

The school may enlist the services of external agencies (e.g. photography companies, parents, media specialists) to take photographs or make recordings of members of school staff, on behalf of, and for use by, the school. The subsequent images and recordings will be treated as if they had been taken by the school.

8. The Taking/Making and Use of Images and Recordings by/for Third Party Educational Users

Other educational users (e.g. Havant Federation of Schools, Leigh Park Community Improvement Partnership, HWSSP, and other local schools) may take/make, images and recordings of members of school staff, and/or use images and recordings of members of school staff in a positive way in their own publicity, displays, literature, and websites. The use of these images and recordings will be used in the same appropriate and responsible manner as if taken/recorded, and used, by the school itself.

9. Use of CCTV

Closed Circuit Television may be used by the school to ensure the safety of its pupils and staff, and the security of the site. Members of school staff may be monitored on camera during this process. The use of CCTV in a school does not need the consent of members of school staff.

10. The Taking or Photographs or Making of Recordings by Parents

Parents can take photographs or make recordings of their children along with members of school staff at a school event, as long as the parents have been invited to the event by the school, and the subsequent images or recordings are intended for their own family, or private, use. If images or recordings are given to any third party, including being uploaded to the Internet, then Data Protection legislation may be contravened. The school may reserve the right to stop photographs being taken or recordings being made at particular events.

Continued

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for Educational and Publicity Purposes**

School Name:

Staff Name:

As a member of school staff I give my consent for:

(see guidance notes on the reverse of this form)

1. The school to take photographic images and making recordings of me.
2. The press to photograph or film me in school or on external school activities, and for photographs or recordings taken or made in school or at external school activities to be given to the press to illustrate news articles.
3. The transfer of images and recordings of me by electronic means or by post.
4. Images or recordings of me to be used on the school website.
5. Images of me to be used in school literature and on school display boards and electronic display screens.
6. Images of me to be recorded and used on webcams and video cameras and used in classroom teaching and video conferencing.
7. External agencies to take photographs or make recordings of me, on behalf of, and for use by, the school.
8. Other educational users to take/record images and recordings of me, and/or use images and recordings of me in their own publicity, displays, literature, and websites.

If you do not give consent for any specific statement above, please write the number of the statement (1 to 8) in the box.

As a member of school staff I understand that:

(see guidance notes on the reverse of this form)

9. Closed Circuit Television may be used by the school to ensure the safety of its pupils and staff, and the security of the site, and I may be monitored on camera during this process.
10. Parents can take photographs or make recordings of me at a school event, as long as they have been invited to the event by the school, and the subsequent images or recordings are only intended for their own family, or private, use. If parents give images or recordings to any third party, including uploading them to the Internet, then Data Protection legislation may be contravened. The school may reserve the right to stop parents taking photographs or making recordings at particular events.

I have read and understood the guidance notes on the reverse of this form.

Member of School Staff Signature:

Member of School Staff Name (*Block Capitals*):

Feb 09

Date: