



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

Photographic/video consent

The UK General Data Protection Regulation came into force from the 25<sup>th</sup> May 2018. This placed additional obligations on organisations which affects how they handle personal data. We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems.

In line with Red Kite Learning Trust's Safeguarding policy, on a student's entry to an RKL Academy, all parent/carers are asked to give their consent for the Academy to use their child's photographs, digital images and videos.

As a school, we regularly use photographs to show how our students and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and students.

We are also aware that parents and students really enjoy being able to see their images and would like to give all students this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos on our social media accounts such as Facebook, Twitter, Instagram to provide updates on events and news within the school. The school ensures that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- From time to time we put videos on our you tube channels which can be seen by subscribers to our channel;
- Within our newsletters, we may provide photos of recent events or achievements from our students;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Students will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- In promotional materials to show the history and character of the school to future generations.
- For educational use for e.g. classroom activities and demonstrations.

- We publish photos in and around the school building to illustrate to current students and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school.
- Once a year a school photographer will visit the school and take individual and group photos of the children which will be made available to purchase.
- Where a third party would like to obtain photographs/videos for their own use, specific consent will be sought.

The photograph taken specifically to hold on the school Managed Information Systems (MIS) is mandatory for safeguarding purposes.

We follow guidance as set by data protection legislation (mainly the UK General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the school to obtain this consent from the child directly.

In the circumstance where the school considers the child does not have the capacity to make such a decision, the school will take the following action; seek the consent of the child, parent/carer, DSL and SENCO.

For the purpose of the photograph policy, Harrogate Grammar School will capture the consent of the child at the age of 11 as they start in year 7 and in year 12, at the start of key stage 5. The school will also capture the consent and wishes of the parent/carer for those children in year 7 only. For all other year groups consent will be captured at the start of the academic year through the Arbor parent portal.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your and your child's consent to capture images/videos which may be named or unnamed and will respect your decisions when publishing photos/videos going forward.

You can withdraw consent at any time and can do so by completing the online consent form/updating your preferences in the Arbor parent portal app. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

You can find the full photograph/video use policy via this link: [Photography/video use policy](#).

**Consent for filming/photography at Harrogate Grammar School**

Name of child/young person \_\_\_\_\_

Name of the parent/carer \_\_\_\_\_

Today's date \_\_\_\_\_

Age of the child/young person \_\_\_\_\_

**I understand that the images/video captured of the above named child are the copyright of Harrogate Grammar School.**

I, the parent/carer, agree to my child being photographed or filmed for internal use only whilst at Harrogate Grammar School as exemplified in the policy.

- Yes - I consent
- No - I do not consent

I, the parent, agree to my child being photographed or filmed for external use whilst at Harrogate Grammar School as exemplified in the policy.

- Yes - I consent
- No - I do not consent

I, the student, agree to being photographed or filmed for internal use only whilst at Harrogate Grammar School as exemplified in the policy.

- Yes - I consent
- No - I do not consent

I, the student, agree to being photographed or filmed for external use whilst at Harrogate Grammar School as exemplified in the policy.

- Yes - I consent
- No - I do not consent