



PHOTOGRAPHY AND IMAGES PARENTAL CONSENT FORM

This form explains the reasons why and how we may use photographs and images of the student. Please read it thoroughly and outline your agreement as appropriate.

Why do we need your consent?

The Abbey College in Malvern requests the consent of parents and students on an annual basis to use images and videos of their child for a variety of different purposes.

Without consent, the college cannot and will not use images and videos of the student. Similarly, if there are only certain conditions under which you would like images and videos of the student to be used, the college will abide by the conditions you outline in this form.

Why do we use images and videos of the students?

We use images and videos of students as part of college displays to celebrate college life and students' achievements; to promote the college; and for other publicity purposes in printed publications, such as newspapers. We may take images or videos of individual students and groups of students to use on social media, the college website, in college prospectuses and other printed publications. Where the college uses images of individual students, the full name of the student will not be disclosed. Where an individual student is named in a written publication, a photograph of the student will not be used to accompany the text.

Who else uses images and videos of the student?

On occasions the college is visited by local media and press, who take images or videos of college events. Students may appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

What are the conditions of use?

- It is the responsibility of parents to inform the college, in writing, if consent needs to be withdrawn or amended.
- The college will not use the personal details or full names of any student in an image or video, on our website, in our college prospectuses or any other printed publications.
- The college will not include personal emails or postal addresses or telephone numbers on images or videos on our website, in our college prospectuses or any other printed publications.
- The college may use pictures of students and teachers that have been drawn by students.
- The college may use work created by students.
- The college may use group or class images or videos with general labels, e.g. 'Abbey Show'.
- The college will only use images and videos of students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear.

Produced by:	DH	Date:	10/05/18	Checked by:	MN	Date:	15/05/18	Approved by:	MW	Date :	20/05/18
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Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. The college will **only** publish images and videos of the student for the conditions that you provide consent for.

Refreshing your consent

This form is valid until June 2019 – thereafter, it will be updated on an annual basis and parents will be required to fill in a new form for their child every academic year. We very much appreciate your cooperation with this in order to safeguard all young people.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share student images and videos
- Changes to a student's circumstances, e.g. safeguarding requirements mean a student's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to Mr Mehran Noor (Data Protection Officer). A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to Mr Mehran Noor (Data Protection Officer).

All parents/guardians will be asked to complete the form below in May 2018 in order to meet the requirements of GDPR and thereafter on an annual basis.

If you have any questions regarding this form, please do not hesitate to contact Mr Mehran Noor

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Name of parent:			
Name of student:		Year:	

I provide consent to:	Yes	No
Using images and videos of my child on the college website.		
Using images and videos of my child on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • Instagram 		
The local media using images of my child to publicise college events and activities		
Images of my child being used in marketing material, e.g. the college brochure and prospectus.		
Sharing my child's data with a college-appointed external photography company for official college images. This includes the following: <ul style="list-style-type: none"> • Name • Class 		

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why the uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the college uses images and videos of my child.
- I have provided my consent above as appropriate, and the college will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the head teacher.

Name of parent:

Signature:

Date:

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Abbey College in Malvern Ltd (Number 08661073)

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