Our Lady and St Joseph School

Use of Photographic & Video Images Policy

Date:	May 2015	**Review Date:**	May 2016

We agree to comply with the requirements of the Data Protection Act 1998 and Human Rights Act 1998 when using and/or authorising the use of photographic and video images of children.

We will ensure that consent has been given prior to the taking and use of images on school premises and that the images are used to comply with the Data Protection Act.

We will ensure that written permission is obtained from the parent/carer for children to be photographed or video recorded during all school events. We understand that an image of a child is personal data for the purposes of the Data Protection Act 1998 and it is a requirement of the Act that consent is obtained.

Aims

- To comply with the requirements of the Data Protection Act 1998 and Human Rights Act 1998 when using and/or authorising the use of photographic and video images of children.

Procedure

Role of the Governing Body and Headteacher	• The GB: ▪ will remind parents/carers that they attend school events at their invitation and that of the Headteacher. Therefore, the GB will decide if the photographing and video recording of school events is permitted. Currently it is but only at certain times during a performance and entrances must not be obstructed by fixed equipment. ▪ will decide the conditions that apply in order that children are kept safe and that the performance is not disrupted and children and staff are not distracted. ▪ has a duty to prevent unauthorised taking and publication of images of school personnel. ▪ will protect the rights of school personnel by:

	- banning the use of mobile photographic phones by pupils in school; - where a parent takes a photograph of a member of the school personnel without that person's permission then we will request that the image is destroyed; - obtaining their permission to use their photographic image on the school website or in a school publication
The Rights of School Personnel	• The GB acknowledges that: ▪ school personnel have the right not to have their photograph taken without their express consent; ▪ under Article 8 of the Convention – Human Rights Act 1998 that individuals have the 'right to respect for private and family life.' This right is infringed where images of employees are taken without their consent, and especially where these images are manipulated or published without their consent
Role of Parents	• Parents/carers will be asked to complete the consent form so that images of their children may be used: ▪ in the school prospectus; ▪ on the school website; ▪ on video or webcam; ▪ in the media • Parents/carers are asked not to take images of school personnel without their permission. • To abide by the wishes of the GB and Headteacher.
Photographing or Video Recording of School Events	• Parents/carers are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording of their children for their own private use. • Parents/carers must not take photographs or make video recordings: ▪ other than for personal use; ▪ with a view to pass on or sell to another person without consent; ▪ when children are changing for performances or

	events • Parents/carers must not ask anyone else to take photographs or make video recordings on their behalf.
Effectiveness	• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Headteacher:		**Date:**	
Chair of Governing Body:		**Date:**	