



**BURGESS HILL**  
— GIRLS —

<b>Photography Policy</b>	<b>GDPR 7</b>
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<b>Responsible for Initiating Review of Policy</b>	SLT
<b>Committee to Review</b>	SLT
<b>Last Review Date</b>	May 2018
<b>Review Period</b>	3 Years
<b>Approved by (Committee and Date)</b>	SLT May 2018
<b>Approved by Board of Governors</b>	
<b>Effective Date of Policy</b>	May 2018
<b>Last Review Date</b>	May 2020
<b>Next Review Date</b>	May 2023
<b>Related Policies</b>	Acceptable Use Policy Safeguarding Policy BH Pupil Privacy Notice General Privacy Notice

**Introduction**

The School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) when the school takes and/or publishes photographs of its pupils. It also needs to consider matters such as child protection and safe-guarding before permitting photography/filming of its pupils.

This policy should be read in conjunction with our Pupil Privacy Notice and our General Privacy Notice as they provide important information on how the School collects and processes a pupil's and your personal data, and information as to how a pupil and/or you can exercise data protection rights.



We will always try to act in the best interests of the pupils and, generally, we will rely on consent to take and/or publish photographs, though in certain instances we may rely on legitimate interest. For further information about the lawful bases on which we rely when collecting or processing personal data, please refer to the relevant Privacy Notice.

The DPA gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. That said, we recognise factors such as peer pressure may influence a decision and the fact that parents / carers / guardians may take a different view to that of their child. Accordingly, we will look to obtain consent from both the pupil, if 12 or over, and a parent, carer or guardian or, if the pupil is less than 12 (or we feel the pupil does not have the capacity to consent), from a parent, carer or guardian alone. Where we seek to obtain consent from both a pupil and the parent, we will need both to consent to the relevant photographs.

We would be grateful if you (with your child, if applicable) would complete and return the attached consent form.

Ordinarily the following rules will apply to photographs in the School:

#### **Photographs for Internal Use**

- We will take photographs for our own use. Usually, these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the School.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish, and that will override any consent previously given.
- If we want to use named photographs, then we will do so where we have obtained specific consent.
- If we hire a photographer to take photographs for internal use, we will seek to keep our pupils safe by:
  - providing the photographer with a clear brief about appropriate content and behaviour
  - ensuring the photographer wears identification at all times
  - informing pupils, their parents, guardians and carers that a photographer will be taking pictures and ensuring they give written consent to images which feature their child being taken and shared
  - not allowing the photographer to have unsupervised access to pupils
  - not allowing the photographer to carry out sessions outside the School or at a pupil's home
  - reporting concerns regarding inappropriate or intrusive photography
  - informing the photographer of anyone who does not give consent to being photographed

#### **Media Use**

- We will give proper consideration to the interests of our pupils when deciding whether to allow external organisations to take photographs or to film.
- Before a media organisation is allowed to be present in School or at School events, we will ask it to provide:
  - the name and address of the person using the camera
  - the names of children they wish to take images of (if possible)
  - the reason for taking the images and/or what the images will be used for
  - a signed declaration that the information provided is true, accurate and correct and that the images will only be used for the reasons given.
- We will verify these details and decide whether to grant permission for photographs/films to be taken.
- We will inform the photographer of anyone who does not give consent to being photographed/filmed.
- We will only permit a media organisation access if they agree to observe this policy.

- Where the media are allowed to be present at a particular event then we will make sure that pupils and their parents or carers are informed of the media presence in advance. If no objection is received, then we will assume that unnamed photographs may be published where consent has previously been given.
- If the media entity wants to publish named photographs, then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. We will require the media entity to check with the School before publication so that we can check that any objections have been taken into account.

**Family Photographs at School Events**

- It shall be at the discretion of the School as to whether it will allow photographs to be taken by a pupil's family and friends within the School or at a School event.
- While family and friends taking photographs for personal reasons (such as for the family album) falls outside the scope of the DPA and the GDPR, we recognise that it is not without risk to a child's safety.
- Where we decide to allow such photography, please ensure that you, your family members and friends comply with the following:
  - Do not share or publish any photographs showing children other than your own on the internet, by email, or other electronic means. If you do wish to share or publish a photograph which includes other children, you will need to obtain the consent of those children and/or one of their parents/carer/guardian
  - Limit the circulation of hard copies of photographs of your child to members of your immediate family and those you trust
  - Give consideration to the framing of your photographs so that they may not be inappropriately cropped
  - Only take photographs in public spaces – for example, on the side-lines of a match or from the audience at a theatre production
  - Check your privacy settings before sharing an image so you understand who else will be able to view it
  - Consider the dangers to your child by “tagging” them in an image you share through social media, such as Instagram or Facebook

If you have any concerns regarding the taking or sharing of photograph of your child, please contact the Head on 01444 241 050 or by email to [reception@burgesshillgirls.com](mailto:reception@burgesshillgirls.com). We will treat any such concerns as a priority and in confidence.



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 Tomorrow's Women

# PHOTOGRAPHY POLICY CONSENT

I give consent to use the image of:

(Name of Child)..... in the following ways:

	YES, NAMED	YES, UNNAMED	NO
On the school's website			
On the school's social media accounts			
In film on the school's website			
In film on the school's social media accounts			
In the school's printed materials; including the school prospectus, event programmes and other marketing literature			
In the school's internal display material; including notice boards, power point presentations and digital screens			
In the school's external display material; including posters and banners			
In press articles and stories			

Signed: ..... Print name: .....

Relationship to Child: .....

I can confirm that (if applicable) my daughter and I have read the Burgess Hill Girls Photography Policy and have jointly agreed to the consents given above.

For further information as to how we use your personal data (including photographs), please refer to our Photography Policy, our Pupil Privacy Notice and General Privacy Notice.