

# Using images of children

## Consent form for use by Hampshire County Council schools

To Name of the child's parent or guardian: \_\_\_\_\_

Name of child: \_\_\_\_\_

School: **Pinewood Infants** \_\_\_\_\_

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown. **Please return the completed form to the school as soon as possible.**



*Please circle your answer*

1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards? **Yes / No**
2. May we use your child's image on our website? **Yes / No**
3. May we record your child's image on video or webcam? **Yes / No**
4. Are you happy for your child to appear in the media. (Images may be transferred electronically). **Yes / No?**

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

*Please also note that the conditions for use of these photographs are on the back of this form.*

I have read and understood the conditions of use on the back of this form.

Parent's or guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

## Conditions of use

1. This form is valid for three years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

**Please note** that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.