



## HHELC Image consent form

At HHELC, pupils/students have their photographs taken to provide a record of their time at HHELC or to record a particular achievement. We may also take photographs of pupils/students for other purposes e.g. for use in the school prospectus or in other printed publications that we produce, in displays and even on our website. We may also make video recordings for school-to-school conferences.

We may also send images to the news media, or HHELC may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils/students will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the GDPR 2017/18 and the Data Protection Act 2018, we need explicit permission from you before we can photograph or make any recordings of your child/young person.

### Conditions of use:

1. This form is valid for the period of time your child/young person attends HHELC. Images of your child/young person will be removed from use after this time unless you are happy to tick the final box on this consent form which allows us to continue using your child's/young person's image on displays and the school website for up to 2 terms after they have been taken off roll / discharged. *In the case of pupils/students who are admitted/discharged more than once over any 3 year period this consent remains valid until the parent/carer/young person asks for the consent to be withdraw.*

**Please note, you can contact the school in writing at any time if you wish to withdraw your consent.**

2. The images we take will be of activities that show the school and pupils/students in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils/students who are suitably dressed.
6. We will make every reasonable effort to ensure that we do not allow images to be taken of any pupils/students for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or other reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you should understand that images might be used in printed and electronic form.*

**To give your consent, please complete the information overleaf and return the form to the school office / your Home Education Teacher.**

**Please tick all the boxes that apply to you:**

I give permission for my child's/young person's/my image to be taken for the purpose of providing a record of their time at the school, e.g. in a class or group photograph.

I give permission for my child's/young person's/my image to be taken and used within other children's/ young person's books and journals where the activity undertaken involves a Group (these are generally only viewed by HHELC staff, education professionals, parents/carers and other pupils/students of the school)

I give permission for my child's/young person's/my image to be taken and used on displays and notices within the school. These photographs are generally only viewed by visitors to our school, parents/carers, school staff and other pupils/students of the school.

I give permission for my child's/young person's/my image to be taken and used within the HHELC's electronic pupil record system.

I give permission for my child/young person's/me to be filmed taking part in HHELC activities and performances.

I give permission for my child's/young person's/my image to be taken and used in publicity material for HHELC, including printed and electronic publications and video recordings (including the HHELC prospectus and website).

I give permission for my child's/young person's/my image to be used on websites and by the newsmedia in printed and/or electronic form and potentially stored in their archives. This might include images sent to the news media by HHELC and images / footage the media may take themselves if invited to the school to cover an event.

I give permission for my child's/young person's/my image to be used on the school website / school displays beyond the point at which they are taken off roll / discharged for a period of two school terms.

**For the safety, well being and privacy of some of our pupils/young people, HHELC reserves the right to protect the identification of individual children/young people when being photographed or filmed when appropriate.**

**I have read and understood the information above.**

Name of pupil/student: \_\_\_\_\_

Parent/carer/pupil/student signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

If you or your child/young person wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the Head teacher.