



Use of Images of Pupils by Lathallan School

Dear Parent,

The School requests permission to use your child's image (including both photographs and video) in the following manner:

	YES	NO
To promote positive news stories about Lathallan School such as sports team achievements, examination results or other successes. These images would be used on channels such as social media, websites, press, annual review and newsletters.		
To promote the school to prospective parents/wider community featuring in items such as school prospectus, websites, press, printed advertisements, banners and social media advertisements.		
To be used within the school on noticeboards and displays (both physical and electronic).		
I am happy for my child's name to appear alongside their image.		

Right of withdrawal: You may withdraw your consent at any time in the future, but please be aware that it may only be possible to remove online images and the School cannot change printed materials once published.

OR:

Tick ☐ **No, I object to all non-essential uses of my child's image without specific consent.**

Please be aware that objecting as above will not necessarily mean that the School will not continue to process images of your child that are either necessary for administration of the School, or separately consented by you or your child (e.g. used for biometrics), or where the School requires it and is otherwise lawfully entitled to do so. It may not be possible to change printed publications, such as the school magazine or prospectus, or third party publications (for example where we have placed an advert or provided an image to a newspaper). **Please see our Privacy Notice (available on the parents section of our website) for further details, or enquire at office@lathallan.org.uk.**

Retention Period: Your data (photographs and video) will be actively used in communications for up to 5 years. The data may be stored for archival purposes for up to 10 years.

Your data will be securely stored on the school's server and access given only to authorised personnel.

Declaration: By signing this form I consent to my image being used as I have indicated above. I also declare that I have read and understood all the information provided in this document.

NAME OF PARENT: _____

SIGNATURE: _____



Use of Your Image by Lathallan School

Only complete if student is 12 years old or over or will reach 12 during the upcoming academic year

Please complete the parental form as well even if your child is over 12

Dear Student,

The School requests permission to use your image (including both photographs and video) in the following manner:

	YES	NO
To promote positive news stories about Lathallan School such as sports team achievements, examination results or other successes. These images would be used on channels such as social media, websites, press, annual review and newsletters		
To promote the school to prospective parents/wider community featuring in items such as school prospectus, websites, press, printed advertisements, banners and social media advertisements.		
To be used within the school on noticeboards and displays (both physical and electronic).		
I am happy for my name to appear alongside my image.		

Right of withdrawal: You may withdraw your consent at any time in the future, but please be aware that it may only be possible to remove online images and the School cannot change printed materials once published.

OR:

Tick ☐ **No, I object to all non-essential uses of my image without specific consent.**

Please be aware that objecting as above will not necessarily mean that the School will not continue to process your image in ways that are either necessary for administration of the School, or that you have separately consented to (e.g. used for biometrics), or where the School requires it and is otherwise lawfully entitled to do so. It may not be possible to change printed publications, such as the school magazine or prospectus, or third party publications (for example where we have placed an advert or provided an image to a newspaper). **Please see our Privacy Notice (available on the parents section of our website) for further details, or enquire at office@lathallan.org.uk.**

Retention Period: Your data (photographs and video) will be actively used in communications for up to 5 years. The data may be stored for archival purposes for up to 10 years.

Your data will be securely stored on the school's server and access given only to authorised personnel.

Declaration [to be filled in by pupil]: By signing this form I consent to my image being used as I have indicated above. I also declare that I have read and understood all the information provided in this document.

NAME: _____

SIGNATURE: _____

DATE OF BIRTH: _____

More Information

Lathallan School is committed to protecting the security of your personal information. Your privacy is very important to us. Your personal information will be stored securely and kept for only as long as it is necessary, after which it will be destroyed in a secure manner.

The data controller of the information being collected is Lathallan School. The data protection officer can be contacted at Lathallan School, Brotherton Castle, Johnshaven, DD10 0HN and at dataprotection@lathallan.org.uk.

If your child is 12 years old or over or will reach 12 during the upcoming academic year please complete the parental form in addition to your child completing the student form. Where the permissions from the two forms conflict i.e. the student consents but the parent does not or the parent consents but the child does not, we will not use the student's image.

Terminology

The term “**social media**” is used in this document to include, but is not limited to, Facebook, Twitter, Instagram and Youtube.

The term “**websites**” is used in this document mainly to refer to our own website (lathallan.org.uk) but may also refer to other third party websites such as SCIS (scis.org.uk) and others.

The term “**press**” is used in this document to refer to the news media. This can be printed, online or on television.

Complaints

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the school complaints procedure and should also notify dataprotection@lathallan.org.uk. The school can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.