



# Sutton Valence Senior School

[svs.org.uk](http://svs.org.uk)

## Use of Images of Students at Sutton Valence School



This Policy applies to Sutton Valence School (including as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, Preparatory School and Senior School).

Dear Parents and Guardians

### **Consent for the use of Images of Students at Sutton Valence School**

The School makes various uses of images of pupils during their time at school. Some of these are necessary for administration and the safety of pupils, such as CCTV. Media uses, including photos of pupils at work or playing games, may include the School website or as part of a School prospectus or magazine, in other printed publications that we produce, used alongside press releases, as well as social media or on display boards. From time to time we may also make video or webcam recordings for School conferences, performances, meetings, monitoring or other educational use.

Photographs or film footage may, in the following circumstances be taken and used by third parties. These include:

- visits from the media who will take photographs or film footage of a special visitor or other high profile event;
- when our pupils visit places off-site the organisation may also take photos for use on their website or brochures;
- recognising and celebrating the achievements of individual pupils or groups of pupils by inviting a photographer from the media to take pictures or video for various publications. These may be local or national newspapers and magazines or televised programmes.

To comply with current data protection legislation we require your permission for your child to be photographed or videoed and the image made public, both during their time in School and afterwards.

Please indicate below if you consent for the time being to your child's image being used as detailed above. Where appropriate (owing to the pupil's age or nature of the use) we will also seek the verbal or written consent of a particular pupil before publishing any image where that pupil is a particular focus of the shot, or identified by name, but not usually when included as part of a larger group or team shot.

Yours faithfully

Glen Millbery  
Data Compliance Officer

## Consent for the use of Images of Students at Sutton Valence School

Please fill in and return to:

Data Compliance Officer  
Sutton Valence School  
North Street  
Sutton Valence  
Kent ME17 3HL

Name of Child: \_\_\_\_\_

Tick [  ]

**Yes, I consent to my child's image being used in School media in the manner described.**

You may withdraw consent at any time in the future, subject to the notice at the bottom of this form. If you object to such uses until further notice, please indicate below. In ensuring we can give effect to your wishes, it will also assist us if you are able to give reasons.

OR:

Tick [  ]

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

Please give reasons [optional]: \_\_\_\_\_

\_\_\_\_\_

Parent's or Guardian's signature: \_\_\_\_\_

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

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

**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 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 for further details, or enquire with the Data Compliance Officer.

Name of Parent:

Signed: \_\_\_\_\_

## Conditions of Use

1. This form is valid for the period of time your child attends this School, and thereafter in the case of images previously taken.
2. We will not use full names (ie. first name and surname) of any child in a photographic image on video, on our website, in our School prospectus or other School publications without good reason. The recognition of a prize winner or some other School achiever in the press or other media may require full name as part of the photo caption or in accompanying text to properly recognise the success.
3. We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in the School prospectus or other printed publications, unless requested and authorised to do so (such as on the Old Suttonian database).
4. We may include pictures of pupils and teachers that have been drawn or taken by pupils or third parties.
5. We may use group or class photographs or footage with general labels, such as “a science lesson” or “the winning rugby team”.
6. We draw to your attention the fact that images published on our website, or social media, are available worldwide, including countries where there may be no equivalent data protection legislation.
7. Where the image will be used in a specific external publication, such as a newspaper article or advertisement then specific consent will be obtained.
8. Consent can be withdrawn at any time in writing, but not for publications which have already been published.

Author: Mr Glen Millbery

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