



John 10:10 – 'I have come that they may have life and have it to the full'.  
Inspired by John 10:10, we strive for all members of our community to learn and live  
'Life in all its Fullness'.

## USE OF IMAGES POLICY

### Aims and Introduction

This policy is in keeping with the following advice from the Information Commissioner's Office:

- Taking photographs: data protection advice for schools  
[Taking photographs: data protection advice for schools | ICO](#)
- Taking photos in schools  
[Taking photos in schools | ICO](#)

This policy gives advice on taking photographs in school. It also explains situations when the taking of images must comply with the General Data Protection Regulations 2018.

### Taking and the use and storage of images

*(Extract from our Safeguarding Policy)*

We will seek consent from the parent/carer of a pupil and from teachers and other adults before taking and publishing photographs or videos that contain images that are sufficiently detailed to identify the individual in school publications, printed media or on electronic publications.

We will not seek consent for photos where you would not be able to identify the individual.

We will seek consent for the period the pupil remains registered with us and, unless we have specific written permission, we will remove photographs after a child (or teacher) appearing in them leaves the school or if consent is withdrawn.

Photographs should be taken on school owned equipment and stored on the school network. No images of pupils will be stored on privately owned equipment by staff members.

### Procedures at St. Peter's

In addition to the statement from our safeguarding policy, the following procedures are in place.

- On entry to school, parents/carers will be asked to sign a general consent form covering the following aspects, regarding how photos or videos will be used in school:
  - Class photo
  - Display photos
  - Newspaper photos
  - Social media photos
  - Video recordings

➤ Website photos

- Permission must be sought from the headteacher prior to any photographs or videos being taken on school premises.
- Photographs and videos will only be used for their original purpose and then destroyed.
- Parents that help in school, on school trips or on residential, are not permitted to take photos of their child or any other child, unless the trip leader/ class teacher has given them permission.
- The school will keep a record of which pupils do and do not have consent granted. This information is stored on Arbor.
- Members of the press will be accompanied at all times whilst on school premises
- The name of a child will not appear on a picture caption without specific parental permission.
- Family members are permitted to take photographs or videos of their own children at performances or school events – please refer to the parent information section.
- Any parent/carer not wishing their child to be photographed /filmed must inform the school prior to the event.
- No photographs or images will be taken of pupils in inappropriate clothing, for example swim wear.
- No images are to be taken in the toilets.
- The school's policy on taking photographs and the use of images will be announced at events, when appropriate.
- Anyone wishing to clarify any aspect of the school's policy on photographs or filmed images should contact the head teacher/designated safeguarding lead.

**Recommended Good Practice**

The Data Protection Act is unlikely to apply in many cases where photographs are taken in school. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos.

Where the Act does apply, a common-sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken.

- Photos taken purely for personal use by parents or other relatives of their own children are exempt from the Act.

### **Photographs taken by the school**

Data protection law is likely to apply if photos or videos are taken for official school use, such as for inclusion in a prospectus or other promotional material. Pupils or a parent or guardian, depending on the pupil's age, must be informed how the photos or videos will be used.

The school will also need to have a valid reason to publish photos or videos. These are referred to in data protection law as 'lawful bases'.

### **Examples**

The following examples are provided by the Information Commissioner's Office:

Personal use:

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the law does not apply.
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the law does not apply.

Official use:

- Photographs of pupils or students are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the law will apply.
- A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the law as long as the children and/or their guardians are aware this is happening and the context in which the photo will be used.

Media use:

- A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this, and the children or their guardians are aware that photographs of those attending the ceremony may appear in the newspaper, this will not breach the law.

## **Information for Parents**

### **Does the data protection law stop me taking photographs of my children at school?**

Data protection law doesn't apply to the use of personal data for 'purely personal or household activity'. This means that the law doesn't prevent you from taking photos or videos for personal use (see below for further guidance on personal use).

### **Personal use and social media**

If you post photos or videos taken at a school event to your private social media account, only viewable by friends or family, this is likely to fall within the definition of personal use. This means data protection law does not apply.

However, if you post photos or videos to a public account, viewable by an indefinite number of people, this is likely to go beyond personal use. In this instance, you will need to be aware of your obligations under data protection law.

You are not necessarily prevented from posting images on a public account. However, you will need to consider whether individuals in the photos or videos would reasonably expect the images to be used in this way. Data protection law states that you must take extra care when using children's personal data, to ensure their interests are protected.

If images of you or your child have been posted online, you can request that they are removed. We recommend that you first contact the account owner to ask them to remove the images.

In most cases, the account owner should agree to a request to take down images of another individual uploaded to their personal account.

### **Monitoring and Review**

The policy will be reviewed every three years.