



Pontyclun Primary School - Use of Digital / Video Images

The use of digital/video images plays an important part in your child's school journey and their learning activities. Learners and members of staff may use digital cameras/devices or web cams to record evidence of activities during lessons or the school day on or off the premises eg: on an educational visit. These images may then be used in presentations; in subsequent lessons; in pupil's books/work; displays around the school; on the online learning platform 'Seesaw' or on our school website.

Images may also be used to celebrate success through their publication in school newsletters which are published on our school website, on 'Seesaw' and occasionally in the public media. This includes images taken during workshops, cultural and approved sporting activities either within the school or at an external venue.

The school will comply with data protection legislation and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). <https://www.gov.uk/data-protection>. To respect everyone's privacy and in some cases protection, we advise that these images should not be published/made publicly available on *any social networking sites*, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Parents/carers should review the consent, delete as appropriate and complete the permission form to allow images of their children to be taken and used, and to confirm their agreement of the above.

Child's name: _____

Child's class/teacher: _____

Parent/carer name: PRINT (Please note you must have parental responsibility for the child)

Parent/carer name: SIGN

Date: _____

As the parent/carer of the learner named above I agree to the school taking digital/video images of my child and these images being used:

- To support activities during lessons or the school day on or off the premises eg: on an educational visit.

Yes

No

- On the online learning platform 'Seesaw' (Please see below)

Yes

No

- On our school website

Yes

No

- In a whole class/year group photo (to celebrate the end of term/year. These would be sent home with each child).

Yes

No

As the parent/carer of the learner named below, I agree to digital/video images of my child being taken by an outside agency and these images being used in, for example:

- Publicity such as St David's Day or Remembrance Day photos which are published in the local paper and/or publicity that reasonably celebrates success and promotes the work of the school.

Yes

No

- Workshops run by outside companies arranged by the school. (Either held in the school or during a school visit)

Yes

No

In completing this form, I agree to abide by the guidelines set out in this document with regard to the taking of digital or video images at, or of school events and as such, **should I break this agreement I am aware that I could be subject to prosecution under the data protection act.**