

**SIR THOMAS PICTON SCHOOL****YSGOL SYR THOMAS PICTON****HAVERFORDWEST, PEMBS, SA61 2NX****HWLFFORDD, SIR BENFRO, SA61 2NX**

Headteacher / Pennaeth: DR.N.J.POOLE

Tel / Ffon: (01437) 765394

17/12/2015

Dear parent/carer,

Please find below changes that have been made to the photo permission form you would have signed when your son/daughter started at Sir Thomas Picton School. With the increase in popularity of Social Media as a means of communication we would like to adapt and showcase achievements via our Facebook and Twitter sites. You originally gave permission for photos to be on our website and in publications.

If you would prefer not to have your son/daughter included within our Social Media then please could you let me know. My email address is [v.price@stp.pembrokeshire.sch.uk](mailto:v.price@stp.pembrokeshire.sch.uk) or alternatively call me on the school number. If you are happy to include them on Social Media then you do not need to do anything.

Please don't hesitate to contact me if you have any queries.

Yours sincerely

V Price  
Assistant Headteacher



## **Using Images of Children - Consent Form**

The following document outlines our school consent form for the use of pupils images and videos published through electronic medium such as online websites, marketing and public promotion printed materials deemed acceptable by the school. We strongly urge you to read the following document carefully. If you agree and consent then you do not need to do anything. However, if you have any concerns or objections to any part of the following document then please contact v.price@stp.pembrokeshire.sch.uk to opt out and withdraw any consent.

Sir Thomas Picton School's aim is to recognise achievement and to celebrate success wherever possible.

Occasionally, we may take photographs or short promotional films of children at our school. Pupils really enjoy seeing their images used and this creates a sense of pride in their contribution to school life. **Such images will be used responsibly.**

We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website and/or social media. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the Data protection Act 1998. There is also a journalistic exemption with regard to the media and occasionally pupils' images may appear in local or national newspapers, or on televised news programmes. Please inform the school if you would prefer that your child is excluded from these arrangements.

### **Conditions**

- This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
- We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

**I have read and understood the conditions of use as outlined above.**

Parent/guardian signature: \_\_\_\_\_

PRINT NAME IN BLOCK CAPITALS \_\_\_\_\_

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

**IMPORTANT**  
**IF ANY OF THE INFORMATION YOU HAVE SUPPLIED IN THIS FORM**  
**CHANGES PLEASE INFORM THE SCHOOL IMMEDIATELY**

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Fair Processing Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed on.

This Fair Processing Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Government, Pembrokeshire Local Education Authority (LEA) and Sir Thomas Picton School. The Fair Processing Notice may be viewed online at [www.stp.pembrokeshire.sch.uk](http://www.stp.pembrokeshire.sch.uk)

**List of Revisions**

2.0 07/12/2015 – Amendment to paragraph 3, page 1 to include “as well as on our website **and/or social media.**”  
2.0 07/12/2015 – Removal of contradiction of terms, page 1, conditions “We will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without your permission.”