**USE OF STUDENT PERSONAL DATA,**

**PHOTOGRAPHIC & VIDEO CONSENT**



Dear Parent

During your child’s time with us we will gather information about them which we will use for various purposes. A Privacy Notice in relation to the use of this information is available on the School website: [www.emmanuel.nottingham.sch.uk](file:///C:\Users\nbu\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\WRH1WANG\www.emmanuel.nottingham.sch.uk).

There are some things that we cannot do without your permission; this includes the use of your child’s personal information, photographic image or videoed image for celebrating achievements and promoting the Trust.

**Photographs and Videos**

The information on this form includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

* Images are stored securely by the School and are only accessible to staff within the Trust
* We ensure the images represent the students and the School in an appropriate way, for example students are engaged in activities relating to our ethos and values.

The School may provide photographs and videos to the media, or the School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the School has no control over these.

There are two distinct categories referred to on this form:

**Celebrating Your Child’s Achievements and Reporting on Events-** As a School we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the School, Trust and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries or participation in sporting competitions.

**Promoting the School & Trust**- We would like to be able to promote the School / Trust to showcase what we have to offer. As part of this, we would like to use photographs and videos of our students in promotional material. This will include our prospectus, Achiever magazine, latest news on our website, our social media sites, local media, banners, posters etc.

Please could you read this form and complete all sections. You are completely free to refuse to provide your consent to any of these items. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

You may change your mind in relation to any of the above at any time. This includes withdrawing your consent to anything that you have agreed to. To withdraw your consent to any of the above, or otherwise amend your position, please write to admin@emmanuel.nottingham.sch.uk.

**Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Celebrating Achievement** | | **Promoting the School/ Trust** | |
| **Section 1**  **I am happy for the School to use:** | **Yes** | **No** | **Yes** | **No** |
| Photographs of my child |  |  |  |  |
| Videos of my child |  |  |  |  |
|  | | |  |  |
|  | | |  |  |
| **Section 1a**  **The following information may be used with the above:** | **Yes** | **No** | **Yes** | **No** |
| Name |  |  |  |  |
| Year Group |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Only complete this section, if you have selected ‘No’ for section 1.***  **Section 2**  **I am happy for the following information to be used but only without photographs or videos of my child:** | **Yes** | **No** | **Yes** | **No** |
| Name |  |  |  |  |
| Year Group |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Section 3**  **I am happy for the information selected above to be used:** | **Yes** | **No** | **Yes** | **No** |
| On internal screens which may also be viewed by visitors to the school site |  |  |  |  |
| On the Trust/School website |  |  |  |  |
| In the Trust/School prospectus, newsletter, update and other external brochures and publications. |  |  |  |  |
| In local news media – newspapers, internet and television |  |  |  |  |
| In national news media – newspapers, internet and television |  |  |  |  |
| On the Trust/School Social Media Sites, e.g. Twitter |  |  |  |  |

**Parent Name: Signature: Date:**