



Information about the Use of Digital/Video Images of Children/Young People

There are certain activities where the school do not use consent as the basis for processing your child's data. We take photographs/videos of the children for the purposes of recording and tracking pupil progress under the [e.g. *Education Act 1996*] and compiling evidence for assessment purposes. These are kept in secure locations within the school and destroyed in line with our retention policy. We may also need to share these files with third parties, such as Newport City Council, HWB. Further details can be found in the school privacy notice.

On other occasions the school may wish to publish photographs and/or video footage of pupils in public documents such as the school prospectus, our social media pages (e.g. Facebook) and website, on display around the school, and in community publications such as local newspapers. All images are published with the strictest regard for safeguarding and child protection, and only with your consent. The school will comply with data protection laws and request parent's/carers permission before publishing images of members of the school. We will also ensure that when images are published the student cannot be identified using their names.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

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 2018). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other students in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

As the school is collecting personal data by issuing this form, it should inform parents/carers:

This form (electronic or printed)	The images
Consent for the publication of photographs/images will be requested in Year 7 and will be kept until the student has left the school, plus one year.	The consent for the images are stored on the school system.
Publication of images	The images may be published on social media, such as Facebook, the school website, local press, etc...
Who will have access to the images?	School Staff.
Where the images will be stored?	School system, SIMS, SRS, HWB.
How long the images will be stored for?	Images will be destroyed in line with current GDPR regulations.
How the images will be destroyed in line with the school GDPR regulations?	Images will be destroyed in line with current GDPR regulations.

Parents/carers should note that websites can be viewed throughout the World, and not just in the United Kingdom where UK/EU data protection law applies. Images and information can no longer be controlled by the school when copied from the website.