



# Photographs & Filming

## Photographs & Filming

Occasionally, we may take photographs and film staff at our school. We may wish to use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

King Henry School may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Staff will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Act 2018, we need your permission for each medium before we can photograph or make any recordings of you for promotional purposes.

### Conditions of use

1. This consent is valid for the period of time are employed by King Henry School. However, we will review this at regularly intervals and request you renew your consent.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website/social media, in our school prospectus or in other printed publications.
3. If we use photographs of individual staff, we will not normally use your full name. However, on occasion we may use forenames to accompany photographs and news items and in some instances the surname may be included. We will request the press does likewise but we cannot guarantee they will comply.
4. We do celebrate our students' achievements and events, therefore staff photographs can be displayed in classrooms and noticeboards around the school.
5. We may include pictures of staff that have been drawn by the students.
6. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "the intermediate choir".
7. We will only use images of staff who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. We also maintain a secure archive of our whole school photographs, event images and programmes to maintain the history of King Henry School.

We do require to have an up to date image of you for the Sims database, this is to identify you, which allows us to produce your school passes for Safeguarding purposes. This consent form does not cover this aspect as it is a legal requirement.

Please refer to our General Data Protection Regulation Policy on our website for further information.

Please complete and return the attached form



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Staff Surname: .....

Forename: .....

## Photographs & Filming Consent Form

Please indicate your consent to the use of images (moving or still) of your daughter/son, please sign and date below.

Website (Global): Yes/No

Social Media (Global): Yes/No

Prospectus (National): Yes/No

Newsletter (KHS Community): Yes/No

KHS Event Programmes (KHS Community): Yes/No  
(ie Drama/Dance/Music Productions, Sporting Events, Celebratory Events)

KHS Noticeboard Displays (KHS Community): Yes/No

Staff Signature: ..... Date: .....

You have the right to withdraw all or any one of the above areas at any time. Please contact Louise Maddison the Data Protection Officer.

This consent will be reviewed if your image continues to be used by King Henry School after you leave. If this is the case, please ensure you keep your contact details up to date.

If you have any questions regarding King Henry School and the General Data Protection Act 2018 please contact our Data Protection Contact via email: [dataprotection@kinghenry.org.uk](mailto:dataprotection@kinghenry.org.uk)

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*