

Use of Digital Images – Photography and Video

During a student's time with us we will gather information about them which we will use for various purposes, this is detailed in our Privacy Notice. Please read this Privacy Notice in full before completing this consent form. Our Privacy Notice can be found at privacy@tsatrust.org.uk. If you have any questions regarding the Privacy Notice and its contents, please do come back to us.

To comply with data protection regulations, there are some images of children we cannot take unless consent is obtained from the students' parents/carers or the child directly if they are in year 8 or above. We will seek this consent before images such as photographs, audio or video recordings are taken of your daughter/son.

We follow the following rules for any external use of digital images:

- **If the student is named, we avoid using their photograph.**
- **If their photograph is used, we avoid naming the student.**

Where showcasing examples of students work, we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that students aren't referred to by name on the video, and that students' full names aren't given in credits at the end of the film.

Only images of students in suitable dress are used.

Staff or students are not allowed to take photographs or videos on their personal equipment.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Consent:

There are some things that we cannot do unless you tell us that we can by below. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to take images this will not affect your child's place at the Academy. You are completely free to refuse to provide your consent. 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.

If consent is given you may withdraw this consent at any time by contacting the School Office or emailing privacy@tsatrust.org.uk

Celebrating Your Child's Achievements, Reporting on Events and promoting the Academy & Trust

We want to be able to promote the Academy and Trust to attract new student, and to show the quality of the Academy and Trust. We are also very proud of the achievements of our students and staff and we want to be able to celebrate these achievements both within the Academy and Trust and with others. As part of this, we want to be able to use photographs and videos of our students to report on significant events, celebrate successes, in promotional material and to keep a record of the history of the Academy and Trust.

	Yes	No
<p>I am happy for photographs and videos of my child to be used internally within the Academy and Trust setting</p> <ul style="list-style-type: none"> This may include, class photos (of which images will be shared with other parents), achievement boards, sports days, school trips, school plays, amongst other events. 		
<p>I am happy for photographs and videos of my child to be used externally.</p> <ul style="list-style-type: none"> This may include, the local or national media, school and trust prospectus, websites and social media, School/Trust newsletter, events such as 'Rock Challenge' videoed by external companies for resell. This list is not exhaustive. 		

Parental Permission for use of Biometrics

We use a biometric data system (based upon fingerprint recognition technology) in our school for students and staff to pay for food. This works by taking measurements of the fingerprint but does not capture a complete image meaning that the original fingerprint cannot be reconstructed from the data.

The Academy requires the written consent of a Parent/Carer to enable us to collect and process the biometric data of any student. A suitable alternative will be provided to any student where consent is not given.

Please complete form below indicating the preferred method of accessing school systems in the Academy.

Please tick one of the two boxes below:

- I hereby give consent for the collection and processing of biometric data for the student detailed above for use within the school food payment
- I would like my son/daughter to be provided with a suitable alternative instead of using their fingerprint

Please note that even if a parent has given written consent to the processing of their child's biometric data the Academy will be obliged to substitute this with an alternative in the following situations:

- Your son/daughter objects to having their fingerprint taken on the day
- Your son/daughter later objects to using their fingerprint as a method of accessing school systems
- If a different parent to the one that has given consent writes to us to object

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at: Holcombe Grammar School, Letchworth Avenue, Chatham, ME4 6JB or Lee Miller, Data Protection Officer at privacy@tsatrust.org.uk.

Parent/Carer Name (Please Print): _____ Date:

Parent/Carer Signature: _____ Relationship to Student:
