



Our Lady of Lourdes

Catholic Primary School

Dear parents/carers,

September, 2020

CONSENT TO USE PHOTOS

As you may be aware, the *General Data Protection Regulation* came into force on the 25th May, 2018. This places far more responsibility on organisations that collect and hold personal information to keep that information safe and secure.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos on our social media accounts [such as Facebook, Twitter, Instagram] to provide updates on events and news within the school.
- Within our newsletters, we may provide photos of recent events or achievements from our children;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Children will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents, life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.



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We follow guidance as set by data protection legislation (mainly the *General Data Protection Regulation*) as well as guidance set by the *Information Commissioner's Office* on taking photos in schools and obtaining consent.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to the head teacher asking them to stop using your child's images. At that point they will not be used in future publications, but we cannot prevent them from continuing to appear in publications already in circulation.

I agree to consent to images of my child being used on the school's: -	Agree	Disagree
Website		
Twitter feed		
Facebook page		
Instagram		
Newsletters		
School prospectuses, flyers, leaflets and brochures		
Other promotional material (such as banners, signs and displays)		
Advertising in newspapers and other media		
In and around the school building		
In promotional materials to show the history of the		

I consent to my child's images being used by the school in the media formats as set out above

Child's Name: Child's Class:

Signature: Date:

The Limes Avenue, New Southgate,
London, N11 1RD

London Borough of Enfield
Diocese of Westminster

Headteacher: Gillian Hood
Telephone: 020 8361 0767

www.ololschool.enfield.sch.uk
e: office@ololschool.enfield.sch.uk