

Data Protection Policy

Student Images – Photography & Video

Whenever individuals can be identified by their image, data protection legislation applies. In these situations, the rights of the individuals in the collection and use of their photographs will be respected – they will be informed when an identifiable image of them will be or has been captured, and consent will be obtained before the image is used in any way.

Photographs of individuals

We will obtain consent when taking photographs of a specific person that we might want to publish on the internet. We will tell them what we intend to do with the photographs, including that they will be published on the Internet.

Student image/video consent is recorded against the student record on the Student Information System. Where consent cannot be found here, we will put this consent in writing using a consent form, which can be found in the Data Protection section of the School website (www.brit.croydon.sch.uk/dataprotection). The completed form must be given to the Communications Department for filing (communications@brit.croydon.sch.uk). If children under the age of 13 years are clearly recognisable in an image, consent from a parent or guardian will be obtained.

We will obtain consent before publishing the photographs of individuals on the Internet (e.g. school website, social media) - this is included as a category on the consent form.

The School will always respect the wishes of individuals when they have given consent for the collection and use of a photograph but then withdraw that consent. However, if the photo has already been used in publications, particularly in print, we may not be able to recall all documents in which the image has appeared. In these cases, we will stop using the image any further. If the photograph is on display in a public area such as a photo board, it will be removed as soon as possible.

Photographs of posed groups

When taking photographs of a group of people posing for the picture we will obtain the consent of each member of the group. We will tell them what we intend to do with the photographs, including that they will be published on the Internet.

We will obtain consent for publishing photographs of posed groups on the internet. If the risks of publishing the photograph are low, we will use verbal consent. For example, we might ask, "can we take your picture for our website and publicity?" If we obtain verbal consent we will record that we did so, and what we told the group we would do with the photograph. This record may be needed in the future to determine whether the photograph can be re-used.

Photographs of crowds

If crowd shots are taken during an event and an individual is not identifiable, then it is not necessary to obtain consent to take, display or publish the photo. This applies to any individuals, students, and staff whose images are incidental detail, such as in crowd scenes for school events, conferences and in general school scenes.

However, you will include notices at the event informing attendees of the following points:

- Alert people in the foreground of these shots who are within earshot of the photographer verbally and given the opportunity to move away if they wish.
- Give a warning in writing that photography will be taking place at the event.
- If using a registration form, then this warning will be included in the form, and
- We will include a sentence about photography in printed programmes or publicity material.

You will give people the opportunity to contact us to raise concerns. If, for example, somebody worries about an abusive family member, she/he will be given the opportunity to raise his or her concerns and object to the photography. If such objections are received, we may stop photography at the event, or we may respond by making part of the area a photography-free zone.

Photographs of children under the age of 13

If taking photographs of children under the age of 13, we will obtain consent from a parent or guardian. This may be written or verbal depending on the circumstances, see the guidance above.

Document Control

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