



St. Jérôme Church of England Bilingual Primary School

Executive Headteacher: Revd. Daniel Norris MBA NPQH
Head of School: Mrs. Elizabeth Walton BA (Hons) PGCE
120 – 138 Station Road Harrow Middlesex HA1 2DJ
www.stjeromebilingual.org
Tel: 020 3019 6363 e-mail: office@stjeromebilingual.org



Dear Parents / Carers,

Media Publication ~ Use of Digital / Video / Photographic Images

The use of digital / video / photographic images plays an important part in learning activities. Pupils and members of staff may use digital cameras or a tablet computer to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in school communications, on the school website and occasionally in the public media. Please note we will only use a child's full name with specific parental permission.

The school will comply with Data Protection Act 2018 and request the permission of parents/carers before taking images of pupils of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents / carers are permitted to take videos and digital images of their children at school events for their own personal use only (as such use is not covered by Data Protection Act 2018). To respect the privacy and in some cases protection of the data subjects, these images **must not** under any circumstances be published or made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital or video images. If the school becomes aware of such images being published it will withhold permission at future events.

Please complete the Personal Data Consent Form attached to indicate your consent for your child.

If you have any queries, please do not hesitate to contact me or a member of the Administration Team

Yours faithfully,

Mrs. K C Smith

School Business Manager

Personal Data Consent Form

Consent from a parent / carer is required for our school to be able to use pupils' personal data other than for educational purposes or for purposes relating to pupil health, safety and wellbeing.

We sometimes use information, photographs, videos or digital images for other reasons, including celebrating children's achievements and promoting our school. We take care with pupils' information and images, as set out in our Privacy Notice and Child Protection and Safeguarding Policy, both documents are available on our school website www.stjeromebilingual.org and from the school office on request.

We seek your consent for the following activities and purposes. Please note that our policy regarding the use of names is that we will not publish images with pupils' names in any situation without the specific consent of the child's parent / carer.

Please tick yes or no for each statement and return this form to the school office immediately.

	Yes	No
I give permission for my child's photograph to be used within school for display purposes.		
I give permission for my child to take part in any short visit to local venues arranged during school hours e.g. but not limited to: library, shops, local park, sporting fixtures		
I give permission for my child's name/photograph/work to be included in the school communications and publications. <i>Images of children are sometimes used in publications but these children are not named. All publications are accessible via our website and social media (where appropriate).</i>		
I give permission for my child's name/photograph/work to be used on the school website. <i>If we use images of children on our website the children are not named.</i>		
I give permission for my child's image to be used on the school's current or future social media websites (e.g. Twitter, Facebook) <i>If we use images of children on social media the children are not named.</i>		
I give permission for my child's image to be used in literature promoting our school, e.g. school prospectus. <i>If we use images of children for the purposes of promoting our school the children are not named.</i>		
I give permission for my child to be filmed by the school for school assemblies, productions, trips and visits etc. and the film to be placed on the school website or on occasion made available for all families to purchase. <i>If we use images of children on our website these children are not named.</i> I give permission for my child to be photographed by the school for school assemblies, productions, trips and visits etc. and the photographs to be placed on the school website or on occasion made available for all families to purchase. <i>If we use images of children on our website the children are not named.</i>		

I give permission for my child to be included in the school class photograph and I understand that this printed or digital photograph can be viewed by other parents/carers and offered for sale to other parents/carers.		
I give permission for my child's image to be used in the printed media (e.g. local press) <i>If we use images of children in this media the children are not named.</i>		
I give permission for my child's photograph to be shared with the London Diocesan Board for Schools (LDBS) e.g. for use in its schools' newsletter or publications. <i>If images of children are shared with the LDBS the children are not named.</i>		
I give permission for selected photographs and/or video of my child to be kept for longer than the standard period in the school's data retention policy, for historical (archiving) purposes.		

Child's name

Parent / Carer signature

Please print your name here.....

Date

**NB: Consent can be withdrawn at any time.
Please email office@stjeromebilingual.org or
speak to a member of the school office staff
if you wish to amend your consent.**