**Mayfield School**

**Annual Permission form for the use of photographs/Images/Video**

Dear Parent/Carer

|  |  |
| --- | --- |
| **Child’s Name:** | **Class:** |

At Mayfield, we sometimes take images/videos of pupils to use in the ways listed below and we would like your consent to do this. Whatever your choice your preferences will of course be accommodated.

***Please tick your selections below and return this form to school.***

|  |  |  |
| --- | --- | --- |
| I am happy for the school to take images/video of my child. |  |  |
| ***Please choose your preferences:*** | **Yes** | **No** |
| I am happy for images/video of my child to be used on the ‘**School Website/Social Media Accounts**’ |  |  |
| I am happy for images of my child to be used in the **‘School Newsletter/Prospectus/Other promotional printed material** |  |  |
| I am happy for images/video of my child to be used internally on **‘Display boards/TV’s/Staff or Parent training videos in school’** |  |  |
| I am happy for images of my child to be used by **‘Local or National Press’** |  |  |
|  |  |  |
| I am **NOT** happy for the school to take or use images/video of my child. **\*** |  |  |

You can change your mind and withdraw your permission at any time by writing to the Data Protection Officer in school, a new form will then be forwarded to you for completion

|  |
| --- |
| **Conditions of Use**   1. We will not re-use any images or video after your child leaves this school. 2. We will not include personal email or postal addresses or telephone numbers in any of our printed or electronic publications 3. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately. 4. When we use an image of a child in a publication, no name will be used. 5. When we use a name of a child in a publication, no image will be used.   ***Please note:***  *Any images that are in permanent displays or publications may remain after your child has left.*  *We cannot guarantee that your child will not be photographed or videoed by other pupils or parents on school premises ie on Sports days, at special events where parents are invited, or whilst on school trips, etc.*  *It is sometimes necessary to take images/video of some pupils as part of the schools recording of curricular evidence but these will be placed in the pupil’s own work folder or stored on the school’s secure server and not displayed.* |

***I have read and understood the Conditions of Use above***

|  |  |
| --- | --- |
| **Parent/Carer’s signature:** | **Date:** |
| **Name** (in block capitals): | |

**Please return this form to: Lesley Seaton-Thorpe at either school site**