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🌐 Website: www.ruishtonschool.co.uk



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Ruishton
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TA3 5JZ

"For I know the plans I have for you... plans I have to give you a hope and future." Jeremiah 29:11

Dear Parent/Carer

Consent for children to appear in photographs, video or sound recordings (and how they will be used)

We occasionally take photographs, videos or sound recordings of the children at our school. These images may be used in printed publications that we produce, on our school website, on display boards in school, Class Dojo, the school's Facebook page. We may also make videos or webcam recordings for nativity plays and school productions.

In the event of a public figure visiting the school and attendance of the national press and television cameras, images and recordings may be taken of the children at our school.

All staff are aware of their responsibilities and they will always take care with how the images and sound are collected and how they are stored.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notice www.ruishtonprimaryschool.co.uk We may also take photos of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so, or if you have given your specific consent.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school office.

Conditions of Use:

- This form is valid for this academic school year. Your consent will automatically expire after this time. New forms will be sent out annually at the beginning of the school year.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
- We will retain a small sample of photographs such as annual class photos that represent an historical record for the school.
- We will not usually retain other photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, could continue to exist for a period of time after the child has left the school.
- If we use photographs of individual pupils, we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data.
- We may use group or class photographs or footage with very general labels e.g. 'Year'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed around the world and not just the United Kingdom (where UK law applies) and when copied from the website, images and information can no longer be controlled by the school

Local Trips

Your children will participate in various events, including sports festivals, and going on trips to various destinations in the local area during their time at Ruishton Primary School. Your contact details, as held on our system, will be used in the order provided in the case of an emergency. It is important to ensure these contact details are always up to date.

The school will provide any emergency medical treatment necessary during the course of the visits.

Websites and Pupil Data

During the year, we use and access various websites that store pupil data. These are all used to enhance pupil learning both in and out of school. Websites include:

Hegarty Maths, Class Dojo, Tapestry, and Absolute Coaching

These websites have an obligation to be GDPR compliant as Third-Party Processors, and we as a school are responsible for ensuring their relevant checks are in place. Should we decide to use any further sites or applications, we will embark on a Privacy Impact Assessment before any information is provided. A regularly updated list of our websites we use will soon be available on our school website under the GDPR section.

**IMPORTANT – PLEASE RETURN THE ATTACHED FORM
TO THE SCHOOL OFFICE**

Child's Name: _____

Class: _____

Print your name: _____

Signed: _____

Relationship to child: _____

Date: ____ / ____ / ____

Consent for children to appear in photographs, video or sound recordings
Please read the attached letter from the school and Conditions of Use

Description of the use of Photographs, Video or Sound	Please tick	
May we use your child's photograph and first name on display boards within the school building? <i>Please note: displays are generally viewed by staff, pupils, parents, guardians and other visitors to the school.</i>	Yes	No
May we use your child's photograph in the school hard-copy prospectus and other printed publications or posters we produce for promotional purposes? <i>Please note: printed publications are available to anyone.</i>	Yes	No
May we put your child's photograph on the school's website, including online publications such as an online prospectus and other promotional material? <i>Please note: websites can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from the website, images and information can no longer be controlled by the school.</i>	Yes	No
May we use your child's photograph on social media (School's Facebook page, Twitter)?	Yes	No

<i>Please note: social media can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from social media, images and information can no longer be controlled by the school.</i>		
May we record your child on video for nativity play and school productions? <i>Please note: this may include your child's voice as well as their image. Videos will only be made available to parents/guardians of the child</i>	Yes	No
May your child be photographed or filmed by the national press or television stations? <i>Please note: any images or recordings taken by the national press or television stations can be viewed around the world, not just the United Kingdom where UK law applies, and can no longer be controlled by the school.</i>	Yes	No

Local Trips	Please tick	
I am happy for my child to take part in local trips and sports events	Yes	No
I am happy for the school will provide any emergency medical treatment necessary during the course of trips.	Yes	No

IMPORTANT – PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE