RUSSET HOUSE SCHOOL

PHOTOGRAPH AND FILING POLICY

Introduction
It is recognised that photographs and videos for school and family use provide a source of pleasure and pride. They are also a useful learning tool and can enhance the self-esteem of the pupils at Russet House School.

The following policy incorporates advice and information from the Enfield Legal Services Department and local Police.

Consent
The school requests signed consent from parents for photos and videos of their child to be used in different situations (in school for pupil records, work and learning, for staff training, in local press/ school publicity, to demonstrate learning to parents, on the school's website). The school respects whatever decision each child's parent/s make regarding the school's use of photos and videos of their child. This consent is sought when a child first starts at Russet House School. Parents are asked to check this annually and update it if they wish amendments to be made. They have the right to withdraw consent for photos or videos to be used for any purpose at any time.

In the case of a child who is looked after by another person e.g. in a private fostering arrangement, consent will be sought from either the parent or person/s looking after the child (following advice from social care). In the case of children who are looked after by the Local Authority advice will be sought from the social worker regarding who should provide the consent and check it annually.

Legal Situation
This consent complies with the requirements of the General Data Protection Regulation (GDPR); an image of a child is personal data for the purpose of the GDPR, and it is a requirement that consent is obtained by the school from the parent of a child or young person under the age of 18 years.

Parents are not covered by the General Data Protection Regulation (GDPR) if they are taking photographs or making a video recording for their own private use. However, it is not permitted for a parent to post any image of another child on social media or the internet without their parents' consent; this would be a breach of GDPR. Therefore parents are not legally allowed to post photographs or video taken in school on social media or internet sites other than those solely of their own child.

School Position
The school permits parents to take photographs and videos of their own child at events such as concerts or sports activities. As explained above, if these include images of any other children they must not be shared on any social media or internet sites. Parents should be aware of the use of flash photography and the impact it may have on some of our pupils.

The school requests that parents do not take photographs or video in school other than at these events.

Identifying Children
Images and details of pupils published together allow for the possibility that people outside the school could identify pupils who they do not know. Photos or video used for staff training, parent information, any school publicity or published on the school website will not therefore include children's names or any other personal details.

GT, Jan 2020

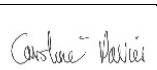
Photographs and Videos taken by School Staff
All photographs and videos taken in school / at school events are taken on devices owned by the school. They are downloaded and stored securely. Any hard copies are given to parents or disposed of securely.

Photographs and Videos taken by Non-school Staff
The school may periodically invite a photographer or filmmaker into school to take photographs of individual children and/or groups of children, or video of school. When considering such an activity the school will undertake a risk assessment in terms of the validity of the photographer/agency involved and establishing what checks/vetting is required. In the case of a professional photographer/ filmmaker a GDPR Data Sharing and Processing Contract will be signed between Russet House School (Data Controller) and the Photographer/ Filmmaker (Data Processors). Procedures also ensure that visitors will be accompanied by a member of staff at all times.

Using Photographs of Children Supplied by a Third Party
Photographs taken by a third party, such as a local newspaper, are affected by copyright legislation. In this situation the copyright belongs to the photographer.

Before using a photograph supplied by a third party the school will check that the third party owns the copyright in the photograph and obtain their written permission to use it. The use of a photograph by the school, without the copyright owner's permission could result in an action being taken against the school for copyright infringement.

Third Parties will generally be under the same obligations as the school to obtain parental consent for the use and distribution of photographs. The school will therefore ask the third party to guarantee that all relevant consents have been given and that they are entitled to provide parents with the image.

Policy written by	Gilly Taylor
Ratified by Governors (date)	13.02.20
Signed	
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