



The Use of Digital Images, Photography and Video

Goodwyn School

Dear Parents,

Please read and keep this document in a safe place at home. It explains how we may use any digital imagery or your child(ren). Please confirm your permission to use digital imagery in line with the below by completing the online form via the link at the end of this document.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make recordings of your child(ren). Please confirm your agreement to the below by completing the online form via link at the end of this form.

Goodwyn School Rules for any external use of digital images are:

If the pupil is named, we avoid using their photograph. If their photograph is used, we avoid using their name.

Where showcasing examples of pupils' work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience e.g. prospective parents, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used at school include:

Internally only:

- Presentations and displays around the school.
- Training and safeguarding purposes. This particularly applies to recording of remote lessons which may also be used as a learning resource which may be shared with other children and parents of their class who for example may have missed the lesson. Permission will sought before sharing.

Shared only with parent / guardian via secure portal (Seesaw):

- To show progress made by a nursery child, for example, as part of their learning record,

Shared only with parents from same class via secure portal (Seesaw):

- Typically, participation as part of a group, for example a class-based activity or concert.

Shared with other parents across year group, key stage or whole school via secure portal or private link:

- Typically, a larger concert or major event.
- Only those with the video link would be able to view the photos or videos.

Shared in school magazine:

- To show case the highlights of the school year.
- Printed copies to current and prospective parents.

Shared on School Website, publicly available:

- As part of a group to promote and celebrate the school's achievements
- Individually named photographs only with parent permission e.g. to celebrate winners of competitions etc.

Shared on the school's official social media pages, publicly available to follow

- As part of a group to promote and celebrate the school's achievements
- Individually named photographs only with parent permission e.g. to celebrate winners of competitions etc.

In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, wanted your child's image linked to their name we would contact you separately for permission. e.g. if your child won a national competition and wanted to be named in local or government literature.

Please now complete the online form via the link below to confirm where we have your permission to use your child(ren)'s image.

<https://form.jotform.com/Goodwyn/use-of-digital-images>