



Photographs and Videos Consent

Our Academy requires consent in order to process photographic and video data of its pupils. Consent to the taking of photographs and video's is entirely optional. For those who provide consent to the collecting and processing of photographic and video data, the data will only be utilised for the purposes specified below.

For the purpose of this form of consent, photographic and video data is personal information which relates to its pupils in a photograph and/or video format, for which consent is required to take, process and retain this data.

Photos and videos of pupils will be utilised for the following purposes:

Purpose	Accessed by
Academy and Trust website displays including news feeds and galleries	Academy/trust staff Public through access to the website Website provider
Digital prospectus shared on the Academy website	Academy/trust staff Public through access to the website Website provider
Photos shared in Academy building displays and galleries	Academy staff Viewed by members of the public/visitors
Photos shared on achievement boards	Academy staff
Photos shared in termly newsletters (digital and hard copy)	Academy/trust staff Hard copies provided for parents Digital copies are public on the website
Photos utilised for recognition purposes on student/pupil electronic records	Academy staff Academy information management software provider

Photos utilised on/in student/pupil exercise and work books as learning aids	Academy staff Pupils Parents
Photos/videos taken during educational visits for the website/internal displays	Academy staff Public through access to the website and internal displays Website provider
Photos displayed in Academy social media	Academy staff Public through use of social media Facebook/Twitter
Photos taken for academy productions	Academy staff Pupils Public through internal displays
Photos taken for year books	Academy staff Pupils Parents
Annual official Academy photos (whole year group/class group/individual)	Academy staff Photograph provider - Tempest Pupils Parents

If consent is provided to process this data, photographs and videos of pupils will be taken only on Academy owned cameras and mobile devices by designated members of staff, or on devices from approved official providers such as Tempest photographers. This data will not be collected on personal devices of any nature.

Images and videos will be utilised in accordance with the Staffordshire University Academy Trust's Data Protection Policy and Compliant Records Management Policy. Photographs and videos will be accessed by approved personnel only and stored in a secure manner on the Academy's network, and provided for approved suppliers who can demonstrate compliance with Data Protection Regulations only.

Should you wish to withdraw your consent at any time, please contact Mrs Canning on 01889 221920 to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid indefinitely from the date in which it is signed, unless a withdrawal of consent is made. Photographic and video data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

If you have any queries or concerns in relation to the protection of data, please contact the office on 01889 221920/ office@tynselparkesacademy.co.uk or the Trust Data Protection Officer via 01782 969465 / hkirkham@suatrust.co.uk.

Photographs and videos will not be taken without your consent. To provide your consent please circle 'yes' in the table below; your signature will be required at the end of this form.

Academy and Trust website displays including news feeds and galleries	Yes/No
Digital prospectus shared on the Academy website	Yes/No
Photos shared in Academy building displays and galleries	Yes/No
Photos shared on achievement boards	Yes/No
Photos shared in termly newsletters (digital and hard copy)	Yes/No
Photos utilised for recognition purposes on student/pupil electronic records	Yes/No
Photos utilised on/in student/pupil exercise and work books as learning aids	Yes/No
Photos/videos taken during educational visits for the website/internal displays	Yes/No
Photos displayed in Academy social media	Yes/No
Photos taken for academy productions	Yes/No
Photos taken for year books	Yes/No
Annual official Academy photos (whole year group/class group/individual)	Yes/No

Please tick and sign below if you are providing your consent.

- I consent to the processing of my child's photographic data section by providing my signature below.**

Name of Parent/Carer (person with parental responsibility)

Signature _____

Name of pupil/student _____

Date _____