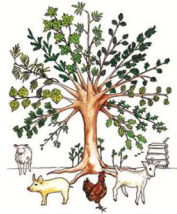


# EDWALTON PRIMARY SCHOOL

**Flying  
High  
Trust  
Partnership**



Head Teacher Mr. B. J. Owens

Wellin Lane, Edwalton, Nottingham, NG12 4AS Tel: 0115 9144221 Fax: 0115 9144220  
head@edwalton.notts.sch.uk / office@edwalton.notts.sch.uk www.edwalton.4dsite.com

1 September 2016

Dear Parents and Carers

## PHOTOGRAPHIC / RECORDING PERMISSION & INTERNET ACCESS

As you are aware there is a requirement under the Data Protection Act to ensure that pupils' personal information is treated confidentially. This also extends to image rights. As a result, schools are required to formalise their procedures for videoing, taking and displaying children's photographs.

At Edwalton we often want to take photographs, videos, etc., to publicise and celebrate the excellent work that goes on in and out of school. This includes a whole range of media – school prospectus, newspapers, school website, television, blogs and our soon to be 'live' school Twitter account.etc., Usually parents/carers and pupils welcome such recognition, but equally we would not want to infringe anyone's image rights and their rights to privacy.

With this in mind the Governing Body has developed a policy to protect children, families and school and, at the same time, enable everyone to record and celebrate successes. Consequently it is very important that all parents/carer indicate their willingness to allow their child/ren's image to be used by school for the purpose outlined.

Please return the signed slip, indicating your consent or refusal, to school. This letter will be kept in a central file for the school year so if you have more than one child at school we would appreciate it if you would complete one form per child. Additional forms are available from the office.

**We are frequently approached by various publications, journals or more commonly newspapers and for external publications, articles or features we will request permission on a case by case basis approaching the individuals and their parent/carers for permission as appropriate.**

**We appreciate that some parents have previously indicated their consent / refusal within the admission form as the permission details have changed over the years. However, we now intend to take this as confirmation of your consent / refusal whilst your child is with the school and will # keep a central record for our information. Should you wish to change details of your consent / refusal please contact the office at any time and your details will be updated.**

Your co-operation is much appreciated.

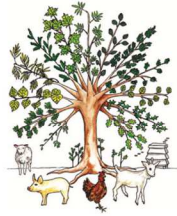
Yours sincerely,

Brian J Owens  
Head Teacher



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## PHOTOGRAPH PERMISSION – SEPTEMBER 2016 – AUGUST 2017

Name of Child ..... Class.....

- I give consent for photographs or recordings of my child to be used in school displays / classrooms only.
- I give consent for photographs or recordings of my child to be used in school displays, in the school prospectus, on the school website, school Twitter accounts and blogs and within other Edwalton publicity material.
- I give consent for photographs or recordings of my child to be used within external publications, articles or features in school displays, in the school prospectus, on the school website and within other Edwalton publicity material.
- I **do not** give consent photographs or recordings of my child to be used in school displays, in the school prospectus, on the school website or within any other Edwalton or external publicity material

Signed .....

Date .....

