

# Endon Hall Primary & Nursery School

'Learning together and having fun'



## Photography and Images Policy

**Policy in place:** Jan 2017

**Reviewed annually/Last review:** June 2023

**Review date:** June 2024

### Statement of intent

At Endon Hall Primary & Nursery School, we use images and videos for a variety of purposes, including prospectuses, marketing, display boards, educational purposes, conferences and the school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school community, we also understand that these can have significant risks for those involved. Under the legal obligations of the UK General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018, the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

The school has implemented a policy on the safe use of mobile devices, cameras and videos by staff and parents to reflect the protective ethos of the school with regard to pupils' safety.

In order to ensure that, as far as possible, the use of photography and video is used safely at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

## 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- DfE (2022) 'Keeping children safe in education 2022'

This policy operates in conjunction with the following school's policies:

- GDPR Data Protection Policy
- Records Management Policy
- Anti-bullying policy
- Social Media Policy
- Acceptable Use Agreement

## 2. Roles and responsibilities

The Headteacher is responsible for:

- Submitting consent forms to parents, and pupils where appropriate, at the beginning of the academic year with regard to photos and videos being taken whilst at school.
- Ensuring that all photos and videos are stored and disposed of correctly, in line with the UK GDPR and the DPA 2018.
- Deciding whether parents are permitted to take photos and videos during school events.
- Communicating this policy to all the relevant staff members and the wider school community, such as parents.

The DSL is responsible for:

- Liaising with social workers to gain consent for the use of photos and videos of pupils who are LAC.
- Liaising with the DPO to ensure there are no data protection breaches.
- Informing the Headteacher of any known changes to a pupil's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

Parents and pupils are responsible for:

- Completing a photography consent form on an **annual** basis.
- Informing the school in writing if they wish to make any changes to their consent.
- Acting in accordance with this policy.

In accordance with the school's requirements to have a DPO, the DPO is responsible for:

- Informing and advising the school and its employees about their obligations to comply with the GDPR and the DPA 2018 in relation to photographs and videos at school.
- Monitoring the school's compliance with the GDPR and the DPA 2018 in regards to processing photographs and videos.
- Advising on data protection impact assessments in relation to photographs and videos at school
- Conducting internal audits regarding the school's procedures for obtaining, processing and using photographs and videos.
- Providing the required training to staff members in relation to how the GDPR and the DPA 2018 impacts photographs and videos at school.

### **3. Definitions**

For the purposes of this policy:

“Camera” is used to refer to mobile phones, tablets, webcams, portable gaming devices and any other equipment or devices which may be used to take photographs, including disposable cameras.

“Personal use” of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals e.g. a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo and are not intended to be passed on to unknown sources and/or published on social media. The principles of the GDPR do not apply to images and videos taken for personal use.

“Official school use” is defined as photography and videos which are used for school purposes e.g. for school and access passes and identity cards. These images are likely to be stored electronically alongside other personal data. The principles of the GDPR and the DPA 2018 apply to images and videos taken for official school use.

“Media use” is defined as photography and videos which are intended for a wide audience e.g. photographs of children taken for a local newspaper. The principles of the GDPR and the DPA 2018 apply to images and videos taken for media use.

Staff may also take photos and videos of pupils for “educational purposes”. These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the GDPR and the DPA 2018 apply to images and videos taken for educational purposes.

Overall responsibility for the appropriate use of photography at school and in connection with school events rests with the Headteacher and the Designated Safeguarding Lead.

### **4. Consent**

All photographs and video content are classified as personal data under the UK GDPR and the DPA 2018, images or video content may be used for publicity or other purposes only once informed consent and has been provided, and it has not been withdrawn.

Staff, pupils and parents will be encouraged to read the Data Protection Policy for more information on the school’s approach to data protection. Parents/carers will be required to provide consent on their child’s behalf, except where the processing is related to preventative or counselling services offered directly to children.

Parents and pupils will be aware that their child/ren/they may be photographed at school and they have the right to withdraw consent for:

- Photographs or videos taken by members of staff for school-based publicity and promotional purposes (school newsletters/prospectus) or for anonymous use on the school website.
- Photographs or videos taken by parents and other family members of children at the school during school concerts, performances, sports events and other similar events organised by the school.
- Photographs or videos taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or school success.

The school will recognise that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual’s wishes.

Where consent is given, a record will be kept documenting how and when consent was given and last updated.

The school will ensure that consent mechanisms meet the standards of the UK GDPR and the DPA 2018. Where the standard of consent cannot be met, an alternative legal basis for processing the data will be found, or the processing will cease.

Parents/Carers and pupils, as applicable, will be asked to complete the photography Consent Form on an annual basis which will determine whether or not they allow their child/ren to participate in photographs and videos.

The photography Consent Form will be valid for the full academic year, unless the pupil's circumstances change in any way e.g. if their parents separate, or consent is withdrawn. Additional consent forms will be required if the pupil's circumstances change.

If there is a disagreement over consent, or if a parent does not respond to a consent request, it will be treated as if consent has not been given and photographs and videos will not be taken or published of the pupil without consent.

All parents and pupils are entitled to withdraw or change their consent at any time during the school year.

Parents/Carers or pupils who wish to withdraw their consent must notify the school in writing.

If any parent/carer or pupil withdraws or changes their consent, or the Designated Safeguarding Lead reports any changes to a pupil's security risk, or there are any other changes to consent, the list will also be updated and re-circulated.

For any pupils who are LAC, PLAC, or adopted, the Designated Safeguarding Lead will liaise with the pupil's social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of pupils who are LAC, PLAC, or adopted, would risk their security in any way.

Consideration will also be given to any pupils for whom child protection concerns have been raised. Should the Designated Safeguarding Lead believe that taking photographs and videos of any pupils would put their security at further risk; greater care will be taken towards protecting their identity.

A list of all the names of pupils for whom consent was not given will be created by the Admin Team and will be circulated to all staff members. This list will be updated annually, when new consent forms are provided.

## **5. General procedures**

Photographs and videos of pupils will be carefully planned before any activity, including making clear in communication regarding residential visits, how images will be captured, by who and with what device.

The Headteacher and school staff will oversee the planning of any events where photographs and videos will be taken.

Where photographs and videos will involve LAC, PLAC, or adopted pupils, or pupils for whom there are security concerns, the Headteacher will liaise with the Designated Safeguarding Lead to determine the steps involved.

The list of all pupils who have not consented to being photographed or recorded will be checked prior to the activity. Only pupils for whom consent has been given will be able to participate.

The staff members involved, alongside the Headteacher and Data Protection Administrator will liaise with the Designated Safeguarding Lead, if any LAC, PLAC, or adopted pupils, or a pupil for whom there are security concerns, is involved.

School equipment will be used to take photographs and videos of pupils. Exceptions to this are outlined in Section 7 of this policy.

Staff will ensure that all pupils are suitably dressed before taking any photographs or videos.

Where possible, staff will avoid identifying pupils by name or any other identifiable data. If names are required, only first names will be used.

The school will not use images or videos of:

- any pupil who is subject to a court order
- Children who have left the school, without the consent of their parents or, where appropriate, the children themselves.
- Staff members who have left the school, without their consent.

Photos and videos that may cause any distress or embarrassment will not be used.

Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the Data Protection Officer.

## **6. Additional safeguarding procedures**

The school will consider certain circumstances may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

The Designated Safeguarding Lead will, in known cases of a pupil who is a LAC, PLAC or adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

Any measures required will be determined between the Designated Safeguarding Lead, social worker, carers, Data Protection Officer and adoptive parents with a view to minimising any impact on the pupil's day-to-day life. The measures implemented will be one of the following:

- Photos and videos can be taken as per usual school procedures
- Photos and videos can be taken within school for educational purposes and official school use e.g. on registers, but cannot be published online or in external media
- No photos or videos can be taken at any time for any purposes

Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which pupils are not to be involved in any videos or photographs, held in the school office, will be updated accordingly.

## **7. Use of digital cameras**

Staff members may be provided with a camera/device to record and maintain pictorial evidence of the lessons, behaviour, activities and events related to their pupils. Photos and videos may only be taken for educational purposes and in "school or educational provision settings" as mentioned above.

The use of personal cameras, mobile phone cameras or other recording equipment will be prohibited on school premises at all times.

The school-owned cameras/devices will be located and stored securely. Members of staff will be responsible for making sure that the camera/device is locked away after use. Members of staff will not be allowed to take school cameras/devices or memory cards home.

Members of staff will not be allowed to bring in personal cameras/devices without prior permission. If personal cameras/devices are allowed to be brought in due to a specialist requirement or defective equipment, the memory card should be shown to be empty and images downloaded to the school's server.

Staff or other adults will not be permitted to take photos of pupils in vulnerable circumstances, such as when they are upset or inappropriately dressed. Members of staff and the school community will be required to report inappropriate use of digital cameras/devices and images to the Headteacher. If it is found that any incidents raise child protection concerns, immediate action will be taken in consultation with the DSL.

The school will not take responsibility for lost, stolen or damaged camera equipment. This remains the responsibility and obligation of the individual who has borrowed the equipment.

## **8. Other school-owned devices**

Staff will only be permitted to take photos and videos of pupils using the school's digital cameras; however, they may use other school-owned devices, such as mobile phones and tablets, where the DPO has been consulted and consent has been sought from the Headteacher prior to the activity. Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.

Where school-owned devices are used, images and videos will be provided to the school at the earliest opportunity and removed from any other devices.

Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.

Photographs and videos taken by staff members on school residential visits may be used for educational purposes e.g. on displays or to illustrate the work of the school, where consent has been obtained. Photographs and videos of pupils will be carefully planned before any residential/visit/activity, including making clear in communication regarding residential visits, how images will be captured, by who and with what device.

Digital photographs and videos held on the school's drive are accessible to staff only. Photographs and videos are stored in labelled files, annotated with the date, and are only identifiable by year group/class number – no names are associated with images and videos. Computers/laptops are password protected and only staff members have access to these passwords – these are updated termly to minimise the risk of access by unauthorised individuals.

## **9. Storing and retention**

As per the UK GDPR and the DPA 2018, images obtained by the school will not be kept for longer than necessary; retention periods for the different types of personal data are outlined in the school's Record Management Policy.

Hard copies of photos held by the school will be annotated with the date on which they were taken and will be stored in the school office. They will not be used other than for their original purpose, unless permission is sought from the Headteacher and parents of the pupils involved and the Data Protection Officer has been consulted.

Digital photos and videos held on the school's drive are accessible to staff only. Photos and videos are stored in labelled files, annotated with the date, and are only identifiable by year group or class number – no names are associated with images and videos. Files are password protected and only staff members have access to these passwords – these are updated termly to minimise the risk of access by unauthorised individuals.

Paper documents will be shredded or pulped and electronic memories scrubbed clean or destroyed once the retention period has ended. The Data Protection Officer will review stored images and videos to ensure that all unwanted material has been deleted.

Where a parent/carer or pupil has withdrawn their consent, any related imagery and videos involving their child/the pupil will be removed from the school drive immediately. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing. Withdrawal of consent will only affect further processing.

Where a pupil's security risk has changed, the Designated Safeguarding Lead or member of staff will inform the Headteacher immediately. If required, any related imagery and videos involving the pupil will be removed from the school drive immediately. Hard copies will be removed by returning them to the parent/carer or pupil, or by shredding, as appropriate.

Official school photos are held on SIMS alongside other personal information and are retained for the length of the pupil's attendance at the school, or longer, if necessary e.g. due to a police investigation.

Images taken on a camera must be downloaded as soon as possible on to a school computer/laptop, ideally weekly.

Members of staff will maintain responsibility for ensuring that images are safely stored, particularly on memory sticks and hard drives. They must take reasonable measures to ensure that they do not come into the possession of unauthorised persons.

No digital image will be altered or enhanced in any way by any member of staff, unless given prior permission by the Headteacher to do so. The school may require images to be deleted or edited as appropriate and may choose to use images taken by members of staff or volunteers for other purposes, provided the processing conditions and consent requirements of this policy are met.

Staff members are responsible for ensuring that edited images do not mislead or misrepresent. They must not edit images which result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

If the memory card for individual school cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered. Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card has to be appropriately disposed of to ensure that no imprint remains.

## **10. Appropriate use of images under GDPR and the DPA 2018**

Photographs are used in school for many reasons and the different uses for the same image should be considered separately, as each photograph and use will potentially have different conditions for processing.

As a public body, the school must consider whether the processing is taking place in the performance of its duties as a public authority. Where this is the case, the legal basis for processing will be recorded as 'public task' not 'legitimate interests' – public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of their tasks as a public authority.

The school will use privacy notices with declarations attached to inform staff, pupils and parents about how their personal data may be collected and as one method of gaining consent.

To judge whether legitimate interest can be used as the basis for processing data, such as using pupils' photographs as part of the school's management information system, the school will carry out three different tests, these are:

- A purpose test – establishing the reasons for using the data, what will be achieved and whether the benefits are justifiable.
- A necessity test – establishing whether the processing of pupils' data will be useful and whether there is a less intrusive way of reaching a means to an end.
- A balance test – establishing the impact it will have on the data subject by processing the data for said reason.

These three tests make up a 'legitimate interest assessment' (LIA) – the school will carry out an LIA prior to obtaining the data and it will be recorded in a physical copy in compliance with the UK GDPR and the DPA 2018.

### **Photographs used in identity management**

These are likely to be essential for performing the public task of the school, but they will be deleted once the child is no longer in attendance – as it is no longer needed for the purpose for which it was held.

### **Photographs used for marketing purposes**

Photographs will not be used for marketing purposes unless the school has specific informed consent for the images and the images are only used in line with the consent provided.

## **Photographs in the school environment relating to education**

These photographs may be essential for performing the public task of the school, but once the pupil has left the school this argument is insufficient. If the school wishes to display the image beyond the pupil's time at the school, we will obtain the pupil's permission. If permission is not granted, the image will be removed.

When gaining consent, including when initially taking the photograph or when the purpose of the image has changed, the pupil, or where appropriate their parents, will be informed of the retention period pertaining to the use of the image. If the image is still on display after the retention period stated in the privacy notice used to gain consent, the school will be in breach of data protection obligations and may be subject to a fine.

### **11. Use of cameras and filming equipment by parents**

Parents or family members will be welcome to take photos of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow. Parents will:

- Remain seated while taking photos or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photos and/or videos their own children.
- Avoid disturbing others in the audience or distracting pupils when taking photos or recording videos.
- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photos and/or videos if and when requested to do so by staff.

### **12. Use of cameras and filming equipment by pupils**

All pupils will be encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

The use of cameras, or filming equipment, including on mobile phones, will not be allowed in school, including in toilets or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.

Misuse of images, cameras, or filming equipment in a way that breaches this policy, or the school's Anti-Bullying Policy, Acceptable Use Agreement, and Social Media Policy will always be taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate

### **13. Sharing of images**

All images taken by members of staff or volunteers at school or on school activities remain the property of the school and images must not be shared with anyone outside the school or held for private use.

No digital image will be uploaded onto any internet/intranet system without the express permission of the child's parent/carer. Unless specific prior consent has been obtained, members of staff and volunteers will not post school images on personal pages of social networking sites or other websites.

Images will not be emailed or shared via private e-mail accounts unless a parent/carer has asked for a photo of their child to be sent to them.

### **14. Use of a professional photographer**

If the school decides to use a professional photographer for official school photos and school events, the Headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.



- Issue the photographer with identification, which must be worn at all times.
- Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos and/or photographs.
- Not allow unsupervised access to pupils or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- Ensure that the photographer will comply with the requirements set out in GDPR and DPA 2018.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images and/or videos are not used for anything other than the purpose indicated by the school.

## **15. Monitoring and review**

This policy will be reviewed on an annual basis by the Headteacher and the Data Protection Officer. The next scheduled review date for this policy is June 2024.

Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

### **Refreshing your consent**

Consent will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent e.g. an additional social media account being used to share pupil images and/or videos
- Changes to a pupil's circumstances e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

### **Withdrawing your consent**

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

.....  
**Declaration (please return this page to the school office on completion)**

**Name of child** .....

I, \_\_\_\_\_ (name of parent), understand:

- Why my consent is required
- The reasons why Endon Hall Primary & Nursery School uses images and videos of my child
- Other organisations (local media) may use images and videos of my child
- The conditions under which the school uses images and videos of my child
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements
- Consent is refreshed when required
- I will be required to re-provide consent where any circumstances change
- I can amend or withdraw my consent at any time and must do so in writing to the Headteacher

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding this form, please do not hesitate to contact the Headteacher at [headteacher@endonhall.staffs.sch.uk](mailto:headteacher@endonhall.staffs.sch.uk) or 01782 502645.