



## GREENWOOD ACADEMIES TRUST

### Photographs and Films

#### How we use your information

To comply with the General Data Protection Regulation (GDPR) 2018, we need to make you aware that from time to time we may photograph or film you undertaking Academy activities. We may use the photographs or films either within the Academy and the Greenwood Academies Trust buildings (internally) or outside of the Academy and Trust buildings (externally).

The Academy may photograph you for the purpose of identification in the Academy's management information system. The Academy may also use photographs and film for monitoring or educational uses (eg curriculum subjects requiring video and photographs to be submitted to external examiners). The Academy does not require consent for these purposes as they are deemed to be public interest.

You will always be made aware if you are being photographed / filmed, what the purpose of this is and will be given the opportunity to object.

Under GDPR guidelines, children aged 13 or over are able to provide their own consent for the processing of personal data (including subject access requests, photographs etc). It is Trust policy to apply this for pupils in Year 9 and above. Therefore, your consent will now be needed.

Where the relevant consent has been obtained, photographs and films may be:

- Used on displays, in presentations and in publications.
  - Used on the Virtual Learning Environment, websites and on social media sites which can be viewed throughout the world and not just in the United Kingdom where UK law applies.
  - Supplied to the media for use in newspapers and magazines and on TV, websites or social media sites such as Twitter or Facebook.
- The full names (first name and surname) of pupils will not be disclosed without good reason and consent will be obtained for this.
  - Pupil addresses will not be disclosed in detail, but we may state, for example, 'Sally from Skegness'.
  - Photographs and films will not be substantially edited, adapted or altered from their original intention or purpose, or used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress.
  - Copyright of all photographs and films belong to the Greenwood Academies Trust (GAT).
  - Any reproduction or distribution of photographs or films by a third party will constitute an infringement of copyright without the written permission of the Trust and must be accompanied by a credit or by-line stating the authorship of the photographs or videos.

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**Please complete the form overleaf and return it to the Academy office.**



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## PHOTO AND FILM PERMISSION FORM

### PUPIL CONSENT

Name of Pupil: ..... Year Group: .....

I give my consent for the Academy/Greenwood Academies Trust (GAT) to use photographs and films of me in the following ways (*please tick the appropriate box*):

**YES**    **NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | On the Academy website   |
| <input type="checkbox"/> | <input type="checkbox"/> | On the Trust website   |
| <input type="checkbox"/> | <input type="checkbox"/> | In the Academy on wall displays                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | In any GAT promotional material ( <i>eg Academy prospectus</i> ) |
| <input type="checkbox"/> | <input type="checkbox"/> | In the Academy on TV screens                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | In the press   |
| <input type="checkbox"/> | <input type="checkbox"/> | On Twitter   |
| <input type="checkbox"/> | <input type="checkbox"/> | On Facebook  |

I have read and understood the information above and I understand that it is my responsibility to notify the Academy if I change my mind about withdrawing or granting consent at any time in the future.

Pupil's Signature: ..... Date: .....