



Imaging Policy

Agreed date: Spring 2019

Review date: Spring 2022

Responsibility of: DSL

IMAGING POLICY

RE: GOOD PRACTICE RECOMMENDED WHEN TAKING PHOTOGRAPHS IN SCHOOL

RHSC aims to provide as safe an environment as possible for all students and staff, while, as far as is possible, minimising risk without detracting from the enjoyment of celebration.

An annual consent letter/attachment is sent to all parents of current pupils relating to general photography and use of images.

Governors have agreed that the school adopts the following procedures:

- **School Notice boards**

Photos on notice boards of individual and groups of students will have names under them. (There are many people who use the school but the inability to single out individuals for recognition would be a great loss to them and the whole school and the benefit is seen to outweigh the risk.)

- **The Reepham Review**

This high profile publication is issued four times a year to parent/carers of existing pupils, to supporters of the school, including local companies and copies are placed in public places such as local libraries and doctors' surgeries.

In relation of photographs, group names will feature in alphabetical order. Individuals' names will not be printed beneath them, although it may be possible to identify and individual through an accompanying article.

- **School Performances**

Parents of pupils performing in drama productions, concerts etc, may wish to video/digitally record their child's performance. These images are for personal use and the Data Protection Act does not apply.

If a parent objects to his/her child being filmed in a school performance, he/she has the right to raise their objection with the governors.

- **Press Releases**

Photographs taken by the press of an awards ceremony for example, will not breach the Data Protection Act, as long as the school has agreed to their publication and the pupils, their parents/carers are aware that photographs of those attending may appear in the newspaper.

In relation to group photographs, names will appear in alphabetical order; individuals' photographs only to be provided with specific parental consent.

- **School Website**

No names published

- **TV/Data projector pictures**

No names published

- **Looked after Children (LAC)**

Contact details: Children's Services
Breckland Business Park
St. Withburga Lane
Dereham
NR19 1DH

Tel: 01362 694711

- **Further information**

Website: www.ico.gov.uk

Email: please use online enquiry form on the Information Commissioner's Office website above.

Phone: 08456 30 60 60
01625 54 57 45