

### Student Consent Form

High Tunstall College of Science uses data of students including images and videos as part of displays to celebrate college life and students' achievements; to promote the college on social media and on the college website; and for other publicity purposes in printed publications, such as local newspapers. The college will not use the personal details or full names of any student in an image or video, on our website, in our college prospectus or any other printed publications, unless permission is given from the parent/carer. Consent is required for the college to display your son/daughter's full name with their photograph in their Leavers' Year book and is requested on the reply slip attached; all other consent to share your son/daughter's name with their image/video will be requested individually. The college will only use images and videos of students who are suitably dressed.

As a college we request consent from parents/carers which will allow us to use images and videos of their son/daughter for a variety of different purposes. Without the consent the college will not use images and videos of your son/daughter. The college will only use images and videos of your son/daughter to the extent of consent given on this form.

Some photos/videos and audio recordings are NOT processed based on consent i.e. for controlled assessment/Non-Examination Assessment purposes.

It is common for the college to be visited by local press and external organisations, who may take images or videos of college events, such as sports days. These images and videos may be published in local newspapers and on their website.

We will request the consent of parents/carers once; giving consent to use your son/daughter's data including photographs and videos for the time that they attend High Tunstall. Please be aware that when your son/daughter leaves High Tunstall their photograph and any video they appear in may still be used for college displays and alumni purposes.

#### **Amendment of Consent**

If you wish to make amendments to your son/daughter's consent, a new consent form will be supplied to you. The form will then need to be signed and returned to college.

#### **Withdrawing Consent**

To withdraw your consent, you must submit your request in writing to the Admin Team (staff\_admin@hightunstall.hartlepool.sch.uk). Once **consent** is **withdrawn**, the college cannot use the relevant **images** again, but it will not normally be possible to recall documents such as external publications in which the image has already appeared.

We may request consent again in situations we feel necessary which may include, but not limited to: new requirements for consent (e.g. new social media accounts set up) or changes to student's circumstances (e.g. safeguarding requirements meaning a student's image cannot be used).

## Student Consent Form

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each. The college will **only** publish data including images and videos of your son/daughter for the conditions that you provide consent for. If a consent form is not returned to college by a parent/carer, where the child is 12 years old and over, consent may be requested directly from the child if we feel they are judged to have capacity.

<b>I give my consent to:</b>	<b>Yes</b>	<b>No</b>
<b>Internal Use Images and Videos</b> HTCS using images and videos of my son/daughter within the college for displays including digital signage screens (televisions).		
<b>Internal Use Name Only</b> HTCS using my son/daughter's forename and surname in displays around the college for celebration purposes.		
<b>External Use Name Only</b> HTCS using my son/daughter's forename and surname on social media, the college website, in HTCS publications such as the expressions magazine, awards evening booklet and the local press for celebration purposes.		
<b>External Use Images and Videos</b> External organisations using images/videos of my son/daughter to promote college events and activities (this may include local newspapers and television news reports, Partner Primary Schools and Colleges).		
<b>Leavers' Year Book</b> HTCS sharing images of my son/daughter with their full name, which will appear in the HTCS Leavers' Year Book.		
<b>Social Media</b> HTCS using images and videos of my son/daughter on HTCS social media pages, including Twitter, Facebook, Instagram and Youtube.		
<b>Publications</b> HTCS using images of my son/daughter in HTCS publications such as: Awards Evening Booklet, Expressions Magazine, Parent Planner, Prospectus, Record of Achievement.		
<b>Website</b> HTCS using images and videos of my son/daughter on the college's official website.		
<b>Record of Achievement</b> HTCS sending an image of my son/daughter, their forename and surname, date of birth, gender, address, email, contact telephone number, personal statement and tutor comment to an approved data processor in order to create their record of achievement.		
<b>Official College Photography</b> The College's appointed external photography company taking an individual photograph of my son/daughter and/or Tutor Group and Year Group photographs. To enable this process HTCS will need to share the following information to enable the easy identification of my son/daughter in their college photograph. This includes the following: Name, Class, Admission number		

**Student Name:**.....

**Tutor Group:**.....

**Student Signature:** .....

**Date:**.....

**Parent/Carer Name:**.....

**Signature:**.....

If you have any questions regarding this form, please do not hesitate to contact the college via telephone: 01429 261446.

Elwick Road, West Park, Hartlepool, TS26 0LQ  
 Tel: (01429) 261446, Fax: (01429) 222856  
 Email: [htadmin@hightunstall.hartlepool.sch.uk](mailto:htadmin@hightunstall.hartlepool.sch.uk)  
[www.htcs.org.uk](http://www.htcs.org.uk)     @hightunstall     @hightunstall

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