

High Tunstall College of Science



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Photography and Videos at College Policy

Revised	-	May 2023
Stakeholder Consulted	-	Admissions and Safeguarding Committee
Review Date	-	May 2025
Responsibility for Review	-	Senior Teacher (Achievement and Standards)

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Statement of intent

At High Tunstall College of Science, we use images and videos for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the college website. We understand that parents may also wish to take videos or photos of their children participating in college events for personal use.

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

The college has implemented a policy on the safe use of cameras and videos by staff and parents to reflect the protective ethos of the college with regard to students' 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. **[Updated]** Legal framework

- 1.1. **[Updated]** This policy has due regard to all relevant legislation including, but not limited to, the following:
 - The Data Protection Act 2018
 - The General Data Protection Regulation (GDPR)
 - The Freedom of Information Act 2000
 - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
 - **[New]** DfE (2022) 'Keeping children safe in education'
- 1.2. This policy has been created with regard to the following guidance:
 - ICO (2018) 'Guide to the General Data Protection Regulation (GDPR)'
- 1.3. This policy also has due regard to the college's policies including, but not limited to, the following:
 - Data Protection Policy
 - Records Management Policy

2. Definitions

For the purposes of this policy:

- 2.1. **"Camera"** is used to refer to mobile phones, tablets, webcams, portable gaming devices and any other equipment or devices which may be used to be take photographs.
- 2.2. **"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 college 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. The principles of the GDPR do not apply to images and videos taken for personal use.
- 2.3. **"Official college use"** is defined as photography and videos which are used for college purposes, e.g. for 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 college use.
- 2.4. **"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.

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

3. Responsibilities

- 3.1. The Headteacher is responsible for:

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

- 3.2. The Designated Safeguarding Lead (DSL)/Inclusion Assistant (LAC) is responsible for:

- Liaising with social workers to gain consent for the use of photographs and videos of LAC students.
- Liaising with the Senior Teacher (Achievement and Standards) to ensure there are no data protection breaches.
- Informing the Headteacher of any known changes to a student's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

- 3.3. Parents and students where appropriate, are responsible for:

- Completing the consent form when their child is admitted to the college.
- Informing the college in writing if they wish to make any changes to their consent.
- Acting in accordance with this policy.

- 3.4. The Senior Teacher (Achievement and Standards) is responsible for:

- Informing and advising the college and its employees about their obligations to comply with the GDPR and the DPA 2018 in relation to photographs and videos at college.

- Monitoring the college'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 college
 - Providing the required training to staff members in relation to how the GDPR impacts photographs and videos at college.
- 3.5. The Compliance Officer is responsible for:
- Conducting internal audits regarding the college's procedures for obtaining, processing and using photographs and videos.
- 3.6. Overall responsibility for the appropriate use of photography at college and in connection with college events rests with the Headteacher.

4. Consent

- 4.1. All photographs and video content are classified as personal data under the GDPR and the DPA 2018, images or video content may be used for publicity or other purposes only once informed consent has been provided and it has not been withdrawn.
- 4.2. Where the college opts to provide an online service directly to a child, the child is aged 12 or over, and the child understands what they will be consenting to, the college will obtain consent directly from the child; otherwise, consent will be obtained from whoever holds parental responsibility for the child, except where the processing is related to preventative or counselling services offered directly to children.
- 4.3. In all other instances with regards to obtaining consent, an appropriate age of consent will be considered by the college on a case-by-case basis, taking into account whether the child understands what they will be consenting to.
- 4.4. From age 12, except in exceptional cases, students may provide consent with regards to the use of their images and videos as identified in appendix A, as long as the child understands what they are consenting to. Consent will be sought from parents/carer of children under 12 years of age.
- 4.5. Parents and students are required to be aware that their child/they may be photographed at college and they have the right to withdraw consent for:
- Photographs or video taken by members of staff for college-based publicity and promotional purposes (college newsletters/prospectus) or for anonymous use on the college website

- Photographs or video taken by parents and other family members of children at the college during college concerts, performances, sports events and other similar events organised by the college
 - Photographs or video taken by members of the press who are on the college premises by invitation in order to celebrate individual, group or college success.
- 4.6. The college understands that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.
 - 4.7. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.
 - 4.8. Where consent is given, a record will be kept documenting how and when consent was given and last updated.
 - 4.9. The college ensures that consent mechanisms meet the standards of the 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.
 - 4.10. Parents and students, as applicable, will be asked to complete the Consent Form once for their child's education at the college, which will determine whether or not they allow their child/themselves to participate in photographs and videos.
 - 4.11. The Consent Form will be valid for the child's full education at the college, unless the student's circumstances change in any way, e.g. if consent is withdrawn.
 - 4.12. If there is a disagreement over consent, or if a parent/student 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 student without consent.
 - 4.13. All parents and students are entitled to withdraw or change their consent at any time during their time at the college.
 - 4.14. Parents/carers or students withdrawing their consent must notify the college in writing.
 - 4.15. If any parent or student withdraws or changes their consent, or the DSL reports any changes to a student's security risk, or there are any other changes to consent, the list will also be updated and re-circulated.
 - 4.16. For any LAC students, or students who are adopted, the Inclusion Assistant (LAC) will liaise with the student's social worker, carers or adoptive parents to establish where consent should be sought.

Consideration will be given as to whether identification of a LAC student, or students who are adopted, would risk their security in any way.

- 4.17. Consideration will also be given to any students for whom child protection concerns have been raised. Should the DSL believe that taking photographs and videos of any students would put their security at further risk, greater care will be taken towards protecting their identity.
- 4.18. A list of all the names of students for whom consent was not given will be created by the Administration Team and will be circulated to all staff members. This list will be updated regularly when new consent forms are provided.

5. General procedures

- 5.1. Photographs and videos of students will be carefully planned before any activity.
- 5.2. The Senior Teacher (Achievement and Standards) will oversee the planning of any events where photographs and videos will be taken.
- 5.3. Where photographs and videos will involve LAC students, adopted students, or students for whom there are security concerns, the Headteacher will liaise with the DSL to determine the steps involved.
- 5.4. When organising photography and videos of students, the Headteacher, as well as any other staff members involved, will consider the following:
 - Can general shots of classrooms or group activities, rather than individual shots of students, be used to fulfil the same purpose?
 - Could the camera angle be amended in any way to avoid students being identified?
 - Will students be suitably dressed to be photographed and videoed?
 - Will students of different ethnic backgrounds and abilities be included within the photographs or videos to support diversity?
 - Would it be appropriate to edit the photos or videos in any way (e.g. to remove logos which may identify students)?
 - Are the photographs and videos of the students completely necessary, or could alternative methods be used for the same purpose? E.g. could an article be illustrated by students' work rather than images or videos of the students themselves?

- 5.5. The list of all students of whom photographs and videos must not be taken will be checked prior to the activity. Only students for whom consent has been given will be able to be photographed/videoed.
- 5.6. The staff members involved, alongside the Headteacher and Senior Teacher (Achievement and Standards), will liaise with the DSL if any LAC student, adopted student, or a student for whom there are security concerns is involved.
- 5.7. College equipment, where possible, will be used to take photographs and videos of students. Exceptions to this are outlined in section 8 of this policy.
- 5.8. Staff will ensure that all students are suitably dressed before taking any photographs or videos.
- 5.9. Staff will avoid identifying students with a name and photograph together. If this is required then additional consent will be obtained.
- 5.10. The college will not use images or footage of any student who is subject to a court order, if advised by the parent/carer.
- 5.11. Photos and videos that may cause any distress, upset or embarrassment will not be used.
- 5.12. Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the Senior Teacher (Achievement and Standards).

6. Additional safeguarding procedures

- 6.1. The college understands that certain circumstances may put a student's security at greater risk and, thus, may mean extra precautions are required to protect their identity.
- 6.2. The Inclusion Assistant (LAC) will, in known cases of a student who is a LAC or who has been adopted, liaise with the student's social worker, carers or adoptive parents to assess the needs and risks associated with the student.
- 6.3. Any measures required will be determined between the Inclusion Assistant (LAC), social worker, carers and adoptive parents with a view to minimising any impact on the student's day-to-day life. The measures implemented will be one of the following:
 - Photos and videos can be taken as per usual college procedures
 - Photos and videos can be taken within college for educational purposes and official college 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
- 6.4. Any outcomes will be communicated to all staff members via briefing and the list outlining which students are not to be involved in any videos or photographs, held in the college office, will be updated accordingly.

7. General use of digital cameras

- 7.1. The college owns some cameras which can be used to photograph/video evidence in lessons, activities and college events.
- 7.2. Photos may only be taken for educational purposes and in college or educational provision settings.
- 7.3. There is a college-owned camera located in the main office and other equipment in the IT support office. Members of staff are responsible for making sure that the equipment is locked away after use and returned at the end of the college day.
- 7.4. Members of staff are not allowed to bring in personal cameras without prior permission (a mobile phone is an exception to this). If personal cameras 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 college's server.
- 7.5. Members of staff are not allowed to take college cameras or memory cards home.
- 7.6. Cameras are not permitted to be taken into the toilet/or swimming pool/changing area. If necessary (e.g. photographs of students washing their hands), then prior permission needs to be sought from the Headteacher. Staff members are required to be supervised while carrying out this activity.
- 7.7. Staff or other adults are not permitted to take photographs of students in vulnerable circumstances, such as when they are upset or inappropriately dressed.
- 7.8. Members of staff and the college community are required to report inappropriate use of digital cameras 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.
- 7.9. The college is not responsible for lost, stolen or damaged camera equipment. This remains the responsibility and obligation of the member of staff.

8. College-owned devices

- 8.1 Staff are encouraged to take photos and videos of students using college equipment; however, they may use their own devices such as a mobile phone.
- 8.2 Where college-owned or personal devices are used, images and videos will be provided to the college at the earliest opportunity and removed from any other devices.
- 8.3 Staff who use their personal mobile phones, or any other personal device, to take images and videos of student must ensure these images are deleted within 48 hours after uploading to the appropriate platform in college (i.e. College network, Facebook).
- 8.4 Photographs and videos taken by staff members on college visits may be used for educational purposes, e.g. on displays or to illustrate the work of the college, where consent has been obtained.
- 8.5 Digital photographs and videos held on the college's drive are accessible to staff only. Photographs and videos are stored in labelled files, annotated with the date.

9. Storing and retention

- 9.1. As per the GDPR and the DPA 2018, Images obtained by the college will not be kept for longer than necessary.
- 9.2. Hard copies of photos and video recordings held by the college will be annotated with the date on which they were taken, where possible and will be stored in the locked cupboard.
- 9.3. Paper documents will be shredded and electronic memories scrubbed clean or destroyed once the retention period has ended.
- 9.4. The Compliance Officer will review stored images and videos on a yearly basis to ensure that all unwanted material has been deleted.
- 9.5. Where a parent or student has withdrawn their consent, any related imagery and videos involving their child/the student will be removed from the college drive immediately.
- 9.6. 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.
- 9.7. Where a student's security risk has changed, the DSL will inform the Headteacher immediately. If required, any related imagery and videos involving the student will be removed from the college drive immediately. Hard copies will be removed by returning them to the parent/student or by shredding, as appropriate.

- 9.8. Official college photos are held on SIMS (the college's management information system) alongside other personal information and are retained with their record as per the college Records Management Policy.
- 9.9. Images taken on the college-owned camera must be downloaded as soon as possible on to a college computer, ideally once a week.
- 9.10. Members of staff are responsible 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.
- 9.11. 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.
- 9.12. The college 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.
- 9.13. 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.
- 9.14. If the memory card for individual college cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered.
- 9.15. Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

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

- 10.1. Photographs are used in college 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.
- 10.2. As a public body, the college 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.

10.3. To judge whether legitimate interest can be used as the basis for processing data, 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 students' 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.

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

10.5. Photographs used for marketing purposes

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

10.6. Photographs in the college environment relating to education

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

10.7. When gaining consent, including when initially taking the photograph or when the purpose of the image has changed, the student, 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. Privacy notices

11.1. The college uses privacy notices with declarations attached to inform students and their families about how their personal data may be collected and as one method of gaining consent.

12. Sharing of images

- 12.1. All images taken by members of staff or volunteers at college or on college activities remain the property of the college.
- 12.2. Images must not be shared with anyone outside the college or held for private use.
- 12.3. No digital image will be uploaded onto any internet/intranet system without the express permission of the child's parent/carer.
- 12.4. Images may under no circumstances be emailed or shared via private e-mail accounts unless a parent has asked for a photo of their child to be sent to them.
- 12.5. Unless specific prior consent has been obtained, members of staff and volunteers must not post college images on personal pages of social networking sites or other websites.

13. Use of a professional photographer

- 13.1. If the college decides to use a professional photographer for official college photos and college 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 students 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 students or one-to-one photo sessions at events
 - Communicate to the photographer that the material may only be used for the college'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 the GDPR and the 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 college.

14. [New] Use of cameras and filming equipment by students

- 14.1. All students 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.
- 14.2. The use of cameras, or filming equipment, including on mobile phones, will not be allowed in toilets or changing areas, nor should photography or filming equipment be used by students in a manner that may offend or cause upset.
- 14.3. Misuse of images, cameras, or filming equipment in a way that breaches this policy, or the school's Anti-bullying Policy, Technology 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.

15. Permissible photography and videos during college events

- 15.1. If the Headteacher permits parents to take photographs or videos during a college event, parents will:
 - Remain seated while taking photographs or videos during concerts, performances and other events.
 - Minimise the use of flash photography during performances.
 - In the case of all college events, make the focus of any photographs and/or videos their own children.
 - Avoid disturbing others in the audience or distracting students when taking photographs or recording videos.
 - Ensure that any images and recordings taken at college 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 photographs and/or videos if and when requested to do so by staff.

16. Monitoring and review

- 16.1. This policy will be reviewed on a biennial basis by the Senior Teacher (Achievement and Standards). The next scheduled review date for this policy is May 2025.
- 16.2. Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

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).

APPENDIX A - 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.

I give my consent to:	Yes	No
Internal Use Images and Videos HTCS using images and videos of my son/daughter within the college for displays including digital signage screens (televisions).		
Internal Use Name Only HTCS using my son/daughter's forename and surname in displays around the college for celebration purposes.		
External Use Name Only 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.		
External Use Images and Videos 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).		
Leavers' Year Book HTCS sharing images of my son/daughter with their full name, which will appear in the HTCS Leavers' Year Book.		
Social Media HTCS using images and videos of my son/daughter on HTCS social media pages, including Twitter, Facebook and Youtube.		
Publications HTCS using images of my son/daughter in HTCS publications such as: Awards Evening Booklet, Expressions Magazine, Parent Planner, Prospectus, Record of Achievement.		
Website HTCS using images and videos of my son/daughter on the college's official website.		
Record of Achievement 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.		
Official College Photography 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: <ul style="list-style-type: none"> Name, Class and 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.

Staff Images and Videos Consent Form

High Tunstall College of Science uses images and videos of students and staff as part of displays to celebrate college life and 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.

As a college we request consent from members of staff which will allow us to use images and videos of you for a variety of different purposes. Without your consent the college will not use images and videos of you. The college will only use images and videos of you to the extent of consent given on this form.

Some photos are NOT processed based on consent i.e. for staff identification 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 members of staff once; giving consent to take photographs and videos for the time that you are employed at the College. Please be aware that when you leave your photograph and any video you appear in may still be used for college displays and alumni purposes.

Amendment of Consent

If you wish to make amendments to your consent, a new consent form will be supplied to you. The form will then need to be signed and returned to the admin office.

Withdrawing Consent

To withdraw your consent, you must submit your request in writing to Mrs Helen Meggs, Headteacher's PA. 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).

Staff Images and Videos 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 images and videos of you for the conditions that you provide consent for.

I give my consent to:	Yes	No
HTCS Internal Use HTCS using images and videos of myself with my name within the college for displays including digital signage screens (televisions).		
HTCS External Use External organisations using images/videos of myself with my name to promote college events and activities (this may include local newspapers and television news reports, Partner Primary Schools and Colleges).		
HTCS Leavers' Year Book HTCS sharing images of myself with my name, which may appear in the HTCS Leavers' Year Book.		
HTCS Social Media HTCS using images and videos of myself with my name on HTCS social media pages, including Twitter, Facebook and Youtube.		
HTCS Publications HTCS using images of myself with my name in HTCS publications such as: Expressions Magazine or Prospectus.		
HTCS Website HTCS using images and videos of myself with my name on the college's official website.		
Official College Photography My photograph being taken by the college's appointed external photography company for Tutor Group or Year Group photographs.		

I understand:

- Why my consent is required.
- Some photos/videos and audio recordings are NOT processed based on consent i.e. for staff identification purposes.
- The reasons why High Tunstall College of Science and other organisations may use images and videos of me.
- The conditions under which the college uses images and videos of me.
- I have provided my consent above as appropriate, and the college will use images and videos of me in line with the consent I have given.
- Consent given will allow images and videos of me to be used until I terminate employment at High Tunstall College of Science, unless amended or withdrawn.
- I am aware that when I leave High Tunstall College of Science my photograph and any video I appear in may still be used for college displays and alumni purposes.
- I will be required to re-provide consent when any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to Mrs Helen Meggs, Headteacher's PA.

Staff Name:..... **Staff Signature:**

Date:.....

If you have any questions regarding this form, please do not hesitate to contact Emma Watson (Senior Teacher).

Completed Consent forms must be returned to the admin office.