

Dear Parents and Guardians

Please read below our statement on Photography and Filming at the College.

Photography and Filming

1. STATEMENT

Kingsthorpe College may from time to time wish to photograph or film pupils engaged in school and extra-curricular activities, and publish these records in leaflets, booklets, newsletters, prospectuses or on the school website. While the school is very keen to present an active and interesting face to the outside world, it prioritises the safeguarding of children and thus uses photography and filming in a responsible way. The school recognises its obligations under the Data Protection Act and also acknowledges the right of parents, guardians and pupils to decline to give permission for such photography and filming. Photographs and videos of pupils and staff are classed as personal data under the Data Protection Act 1998, so use of these images requires the consent of either the individual concerned, or in the case of children, their parent or guardian.

The College introduced an opt-out procedure in April 2012: Photographs and films will not be published if parents and guardians have refused permission. To do so parents should write to the Principal declining permission, this extends until the pupil leaves Kingsthorpe College, but can be revoked by the parent/guardian at any time.

Although Kingsthorpe College will ensure that pupils whose parents have opted out do not appear prominently in any image, it is also worth remembering that young people may be uncomfortable if they feel excluded, so we will be sensitive to their needs when arranging any photography. As part of its Equal Opportunities Policy, the school would normally include images of children from different ethnic and ability groups. The school will only use images of pupils in suitable dress. Events involving crowds are regarded as public areas, so permission is not required of everyone in a crowd shot. Individuals in the foreground are also considered to be in a public area, but if any pupils are prominently identifiable in the image, consent is needed.

If members of the press attend school events and take photographs for their own purposes, they are responsible for obtaining their own consent, but we have included this option on the school's consent form to provide general guidance. When a press image has been captured the data controller for that image is the media group concerned and not the school.

2: WEB SITE AND PUBLICATION POLICY

There is greater risk of misuse of images on the Internet because it is not possible to control who views an image. Kingsthorpe College will avoid the use of personal or identifying details (including family name) in any publication. No personal email or postal addresses or telephone numbers will be published. If a photograph of an individual pupil is used on the school web site, they will either not be named in a caption or accompanying text or will be identified by first name only. Although school publications are distributed to a very restricted audience, they will not carry full names in captions or text.

3: DVD/VIDEO POLICY

The general approach is the same as for photography. Before any pupil under the age of 18 years who is not part of a crowd and can be easily recognisable can be filmed, parental consent must have been given. CCTV is used at Kingsthorpe College and is subject to regulations that are clearly signed to that effect.