

Elmlea Schools' Trust is committed to processing and storing information in accordance with GDPR legislation. In terms of the use of photography and images, we are acutely aware of our responsibility as a Trust to safeguard and protect our young people. Our Online Safety Policy sets out clearly to parents and staff the appropriate use and restrictions in terms of the taking and sharing of images in order to protect the privacy of individuals.

In documenting school events and group scenarios, it is sometimes difficult to avoid photographing a child without photography consent. In this case, photographs taken at these times are reviewed retrospectively and any image of a child without photography consent is not used.

We also use a third party as a school photographer. They come into school, take pictures of your child (and their siblings), and pass them back to us. We then distribute these proofs to you, so you can make a decision whether to purchase the photo directly from the photographer. The photographer's information on data protection can be found [HERE].

We use consent as our basis to process your child's personal data in certain circumstances. This document details the activities in which we use consent. Please note there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notices which can be found on our website [School Policies](#).

Please also note:

- Unless you have given your express consent, we will never put a child's full name alongside any published image.
- Videos may be taken of lessons to support staff development; these may be seen by other teachers in school for staff training.
- We may also take photos/video of your child for identification purposes, and for evidencing their educational development. Such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.
- Websites and social media can be viewed throughout the world and not just in the United Kingdom, where UK law applies. When images are posted on the internet, it is not possible to prevent others from reposting them.
- Additional and specific consent for use by external agencies/companies may be sought.

Please be aware you can withdraw consent at any time. If you have any queries or wish to withdraw or review your consent, you can contact the School Office or the school's Data Protection Officer i-west@bathnes.gov.uk. Existing images will not be used in any future publications but may continue to appear in documents or on websites already published.

It is assumed that you (and each of you with parental responsibility for your child) have consulted with each other so far as the completion of this form and the giving of consents is concerned.

For full details of the Trust's privacy notices, policies and GDPR information on photo permissions please see our website link here [School Policies](#).

<p>If you choose Options 2, 3 or 4 this means that your child's photo will not be used in the school newsletter, Trust events, advertising, videos, printed material, website Elmlea Schools' Trust or social media, Twitter Twitter</p>	
Option 1	<p>Full Consent Images or video footage may be processed and utilised for the following purposes: weekly school newsletters, school website, news stories, trust events, advertising, videos and printed material, and social media such as but not exclusively, Twitter (e.g. photos from school trips, sports fixtures, school camp etc.)</p>
Option 2	<p>Seesaw and Internal use - Images or video footage may be uploaded to Seesaw and used internally. Seesaw class blogs are used to celebrate work and share information and images from school/class events including, but not limited to, class work, sports day, assemblies, school trips, school plays and concerts etc. On a Seesaw class blog, parents and carers from within your child's class are able to view the photos which could be downloaded from Seesaw onto their personal devices.</p>
Option 3	<p>Internal Use Only - Images or video footage may be processed and utilised for internal use only (this includes displaying their work and/or photos of group work/photos shared in exercise books of all the children in the photo, but not publicly).</p>
Option 4	<p>No Consent you are not giving your consent for any image or video footage to be published anywhere.</p>

We collect and process all personal data in line with our privacy notices and Data Protection Policy which can be found on our website.

Elmlea Schools' Trust, a company limited by guarantee registered in England and Wales under No. 07626956
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