

APPENDIX 1**Education Services Photography and Video Consent Form**

This form explains the reasons why and how West Lothian Council and Parkhead Primary School may use images and videos of you /your child.

Please read the form thoroughly and detail your agreement as appropriate.

Why do we need your consent?

We use images and videos of children for a variety of different purposes while they are at school. These images are the child's personal information. We will not use these images without the consent of you or, where appropriate, your child.

Why do we use images and videos of pupils?

We use images and videos of pupils as part of school displays, to celebrate school life and pupils' achievements and to evidence pupil learning. We may take images or videos of individual pupils and groups of pupils to share in the following ways:

1. PRIVATE – Information about an individual child shared directly with parents/carers:

Using online learning profiles (Seesaw/Groupcall). Parents only receive information about their child. This information is not visible to other parents and access is restricted to key members of staff and parents.

2. RESTRICTED - Shared with a closed group of parents within the school community.

This may include general information about learning, school events and celebrating success. Communication channels may include closed online communication like newsletters and updates shared directly with parents using Groupcall. The information may be published using online applications but is only shared with members of the school community. The school are not responsible for how this information is shared by parents with others.

Where the images only appear in the school as part of school displays, anyone who visits the school will be able to see the images.

3. PUBLIC – Information shared out with the school community.

There may be occasions when schools would like to celebrate achievements online. This could be on the school blog, website or official social media channels. On these occasions there are strict rules schools must follow to safeguard pupils and mitigate risks. Explicit consent from parents and pupils (aged 12 and over) should be in place.

How will images and videos of pupils be used?

- Where the school uses images of individual pupils, the name of the pupil will not be disclosed.
- Where an individual pupil is named in a written publication, an individual photograph of the pupil will not be used to accompany the text.
- The school will ensure children are aware that their photograph is being taken and the reason for that.
- The school may use pictures of pupils and teachers which have been drawn by pupils.
- The school may use photographs or videos of work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are fully dressed, i.e. schools would not display an image of a pupil in swimwear.
- The school may arrange for a professional photographer to take class/individual photograph of your child which will be available to purchase annually. These images will not be stored by West Lothian Council.

Who else uses images and videos of pupils?

The school may be visited by organisations who want to share information with local or national media and press. If they take images or videos of school events, and celebrations which include pupils, additional consent will be sought before any image or video is used.

Who is storing the images?

West Lothian Council will store the images in accordance with data protection law and ensure a Data Privacy Impact Assessment has been completed for all digital platforms.

How long will the images be stored?

Photographs in a pupil learning profile will remain there for as long as the profile is required.

Photographs of school events may be kept for longer for historical purposes.

Photographs and videos published online may remain indefinitely.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect or, in some circumstances, erased. To make a request for information, amendment or erasure, you will need to put your request in writing to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

If you have any questions or concerns about how your information is used, please contact the Head Teacher. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email:

DataProtectionOfficer@westlothian.gov.uk. More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office.

PHOTOGRAPHY CONSENT FORM

Providing your consent

Please read the following options thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

I provide consent for West Lothian Council and Parkhead Primary School to:			
Photograph and video for my children's online learning profile, for example, Seesaw, Teams, My World of Work Profile. (Private)	Yes		No
Photograph and video my child within closed groups in the school community, for example, newsletters, bulletins shared using digital platforms, school wall displays and electronic screen displays. (Restricted)	Yes		No
Use images and videos of my child online*, this includes the school website and/or blog and official social media sites. (Public) *restrictions apply – see rules for posting	Yes		No
Share celebrations and wider achievements with media outlets. Information shared would include images, child's name and school and may be shared in published or online news articles. (Public)	Yes		No
Share my child's data with any school-appointed external photography company for official school photos. This includes the following: • Name • Class • Parents' name and email address This will happen annually and these photographs will be made available for you to purchase. (External)	Yes		No

- This consent is valid, unless withdrawn or amended, for the duration your child attends this school.
- Consent will be recorded on the school's Management Information System and will be retained as part of the pupil's education record which is held for five years after the pupil leaves school, unless there is a legal reason to keep it for longer.
- A pupil has the right to withdraw or give consent themselves when they reach the age of 12 if the child has the capacity to do so.
- Consent can be withdrawn at any time by the parent/carer or young person if 12 or over.

Name of pupil:	
Date of birth:	
Name of person giving consent (parent/carer or pupil if age 12 or over):	
Signature:	
Date:	