

Manor Primary School

110 Ashampstead Road

Reading

RG30 3LJ

Tel: 0118 93 75494

Fax: 0118 93 75496

Email: admin@manor.reading.sch.uk

Website: www.manorprimary.net

Headteacher: Mrs. Fiona Swain B.Ed (Hons) NPQH



Making People Successful

Dear Parents and Carers

11th May 2018

As you may be aware, the General Data Protection Regulation will be coming into force from the 25th May 2018. This has placed additional obligations on organisations which will affect how they handle data.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos on our social media accounts such as Facebook to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- From time to time we put videos on our you tube channels which can be seen by subscribers to our channel;
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.



If you are concerned that a child is being mistreated or at risk of harm, please contact Reading MASH on 0118 937 3641 - in an immediate emergency situation please contact the Police via 999.



The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so as your child is under 12 you are permitted to give this consent on their behalf.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to Mrs Andrea Allwood, Office Manager, asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

I agree to consent to images of my child being used on the school's: -	Agree	Disagree
Website		
Facebook Page		
Twitter		
Youtube Channel		
Newsletters		
School prospectuses, flyers, leaflets and brochures		
Other promotional material (such as banners, signs and displays)		
Advertising in newspapers and other media		
In and around the school building		
In promotional materials to show the history of the school		

I consent to my child's images being used by the school in the media formats as set out above

Child's name:

Signature:

Date:

Please return this document signed **by Friday 25th May 2018**