



*'Respect, Aspire, Achieve'*

## **Digital and Video Images' Policy**

### **1.0 Introduction**

The use of digital and video images plays an important part in learning activities. Children at Burford Primary School and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

Burford Primary will comply with the Data Protection Act and request permission from parents/carers before taking images of children of the school. We will also ensure that when images are published the young people cannot be identified through use of their names, unless parental written approval is given.

### **2.0 Parents and Carers**

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their child at school events for their own personal use (such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published and/or made publicly available on social networking sites, nor should parents/carers comment on any activities involving other children in the digital and or video images.

### **3.0 Permission**

Parents/carers are requested to sign the permission form in the appendix if they agree to allow school to take and use images of their child.

Zoey Khan, Chair of Governors

Jenny Dyer, Head Teacher

Dated: October 2017

Review date: September 2020



Burford Primary School  
Priory Lane, Burford, Oxon, OX18 4SG



Tel: 01993 822159 Fax: 01993 822792  
Email: [office.2251@burford-pri.oxon.sch.uk](mailto:office.2251@burford-pri.oxon.sch.uk)  
Head Teacher – Mrs Jenny Dyer  
School website: [www.burford-pri.oxon.sch.uk](http://www.burford-pri.oxon.sch.uk)



*'Respect, Aspire, Achieve'*

### Digital and Video Images' Policy Permission Form

Parent/Carer Name: \_\_\_\_\_

Name of child: \_\_\_\_\_

As the parent/carers of the above child, I agree to the school taking and using digital and/or video images of my child/children which may be posted on to the school's website and/or included with newsletter and magazine articles, where names are not included.

Signed: \_\_\_\_\_

I agree for images of my child/children only being used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school which may include the school's website and/or included with newsletter and magazine articles

Signed: \_\_\_\_\_

I agree that if I take digital or video images at, or of school events that include images of children, other than my own, I will abide by the Digital and Images' Policy in my use of these images.

Signed: \_\_\_\_\_