

## Images and videos staff consent form

This form explains the reasons why and how Collective Vision Trust and Chesterton Primary School may use images and videos of you. Please read the form thoroughly and outline your agreement as appropriate.

<b>Name:</b>	
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### Why do we need your consent?

Collective Vision Trust and Chesterton Primary School requests your consent to use images and videos of you for a variety of different purposes.

Without your consent, we will not use images and videos of you except for legal reasons which we do not require consent, eg photo ID badges. Similarly, if there are only certain conditions under which you would like images and videos of you to be used, we will abide by the conditions you outline in this form.

### Why do you we use images and videos of you?

Collective Vision Trust and Chesterton Primary School uses images and videos as part of school displays to celebrate school life and pupils' achievements; to promote the school and trust on social media and on the school's and trust's website; and for other publicity purposes in printed publications, such as newspapers, newsletters and prospectuses.

### Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. You may appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- The Sentinel

Where any organisations other than those above intend to use images or videos of you, **additional consent** will be sought before any image or video is used.

### What are the conditions of use?

- This consent form is valid for your contracted time with Collective Vision Trust
- It is your responsibility to inform the school, in writing, if consent needs to be withdrawn or amended.

- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.

### Providing your consent

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

The school will **only** publish images and videos of you for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using images of me on the school website.		
Using images of me on the trust website.		
Using images of me on Class Dojo.		
Using videos of me on the school website.		
Using videos of me on the trust website.		
Using videos of me on Class Dojo.		
Using images of me on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> </ul>		
Using videos of me on social media, including the following: <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Facebook</li> <li>• Instagram</li> </ul>		
The local media using images of me to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
The local media Using videos of me to publicise school events and activities ( <b>only</b> including the organisations outlined above).		
Using images of me in marketing material, e.g. the school and trust brochure and prospectus.		

Sharing my data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>		
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### Refreshing your consent

This form is valid for the length of your contract. You will be reminded on an annual basis if you wish to change your consent.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

### Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

### Declaration

I, \_\_\_\_\_ understand:

- Why my consent is required.
- The reasons why Collective Vision Trust and Chesterton Primary School uses images and videos of me.
- Which other organisations may use images and videos of me.
- The conditions under which the school uses images and videos of me.
- I have provided my consent above as appropriate, and the school will use images and videos of me in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding this form, please do not hesitate to contact the headteacher at [Headteacher@chestertonprimary.co.uk](mailto:Headteacher@chestertonprimary.co.uk)