

JUNIOR POLICY FOR THE USE OF PHOTOGRAPHS AND VIDEOS 2022

This policy applies to the use of photographs in school publicity materials, on its website, on the school's pages on social media sites.

The implementation of this policy is the responsibility of all staff.

Child Protection

- There may be a risk when individual students can be identified in photographs. For that reason, LanguageUK has developed this policy to make every effort to minimise risk.
- In the event of the inappropriate use of photographs of any under 18s the Principal or the DSL will inform the relevant authorities.

Data Protection Act 2018

- Photographs and video images of students and staff are classed as personal data under the terms of the Data Protection Act 2018. Therefore, using such images for school publicity purposes requires the consent of either the individual concerned or in the case of under-18s, their legal guardians.
- LanguageUK will not display images of pupils or staff on websites, social media, in publications or in a public place without such consent.
- Where photographs are taken at an event attended by large crowds, this is regarded as a public area, so it is not necessary to get permission of everyone in a crowd shot. The Data Protection Act does not apply to photographs or films taken for personal use by family and friends.

LanguageUK will do the following:

- Ensure that images are stored securely and used only by those authorised to do so.
- ensure that electronic images are stored on a secure network to which members of the public have no access.
- secure parental consent for the use of photographs of under 18s.
- secure the consent of staff.
- not use photographs of children or staff who have left the school without their consent

Reviewed November 2021

Next review November 2022