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| **The ContinU Plus Academy****Finepoint Way, Kidderminster, Dy11 7FB****Tel: 01562 822463****Headteacher: Sara Devo****Email: sdevo@shs.worcs.sch.uk** |  |

Our Ref: CPA Opt-in for Photographs & Videos in School

2017-2018

Dear Parent/Carer

**Opt–in form for use images (photographs, videos, DVDs and digital images)**

Photographs and/or video recordings of children may be taken whilst they attend the ContinU Plus Academy to celebrate their achievements and successes and as evidence of their progress and development. Still or moving images may be published in our printed publications (e.g. prospectus, newsletters) and/or on our external websites. They may also be used to promote the good practice of the setting to other teachers, e.g. at training events organised by the Local Authority or national education/government institutions. Children’s names will never be published alongside their photograph externally to the education setting. Names may be used internally, for example – on a display.

Electronic images, whether photographs or videos, will be stored securely on the ContinU Plus Academy’s network which is accessible only by authorised users.

Before using any photographs/videos of your child we need your permission. Below are some of the ways we may use photography/videos. **If you are happy for photographs/videos of your child to be used, please circle all that apply.**

1. We may we use your child’s photograph in printed publications? **Yes/No**

2. We may we use your child’s photograph on our internet websites? **Yes/No**

3. We may we allow your child’s photograph (e.g. as part of a team or record of

an event) to be used for publication in a newspaper? **Yes/No**

*(Please note that the use of photographs in newspapers is subject to strict guidelines)*

4. We may we use any photograph or video of your child internally as part of

Regular activities and work at the ContinU Plus Academy? **Yes/No**

5. We may we use any photographs or video containing your child

 from external provisions? **Yes/No**

This Opt-in form is valid from the date of signing until your child leaves ContinU Plus Academy. Any Photographs and videos may be securely archived after your child has left. Photographs and videos used for publicity purposes may continue to remain in circulation after your child has left.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their child's achievements. The ContinU Plus Academy are happy to allow this, at the discretion of the Headteacher/SLT, on the understanding that such images/recordings are used for purely personal family use. Images containing children **other than their own** should not be put on the internet for any reason, without first seeking permission from the other child's parents/carers.

Yours sincerely



Sara Devo

Headteacher

**Opt–in form for use of images (photographs, videos, DVDs and digital images)**

**I give my permission** for photographs, Videos, DVDs and Digital images of my Son/daughter to be used for school publications, website, publications (newspapers etc.)

Name of Child: ………………………………………………………………………… Date of birth: …………………………Tutor Group……………

Name of person with Parental Responsibility: ……………………………..………………………………………

Signed: ………………………………………………………………………………. Date: ……………………………………………………………

**Data Protection**

The ContinU Plus Academy takes your privacy seriously and we have taken steps to protect it. Any personal data you give to us, including photographic images, will be processed strictly in accordance with the Data Protection Act 1998 and will be used for the purposes that you have consented to. We will not share your details with third parties without your consent, except where we are legally compelled or obligated to do so. Please note that where you consent to images appearing on the internet, they can be viewed worldwide including countries where UK data protection law does not apply.