



**Saundersfoot Community Primary School**  
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Re DFEE and LEA advice regarding use of photographic images of pupils:

Dear parents,

We are launching our new school website ([www.pgfl.org.uk/schools](http://www.pgfl.org.uk/schools) and follow the links). We would therefore like to update our consent forms to use videos and photos of Saundersfoot pupils on this site to show what work we have been doing. This is the advice we have been given:

"This advice relates to the use of images by schools for publicity purposes and is not intended as advice relating to the use of cameras and videos by parents at school events or to the use of photographs by the press.

Fact.....It's not illegal to take photographs of children in schools, but photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998.

Therefore using such images for publicity purposes will require the consent of either the individual concerned or in the case of pupils, their legal guardians. This means that images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

We also recommend :

- If the photograph is used, avoid naming the pupil.
- If the pupil is named, avoid using their photograph.
- Schools establish whether the image will be retained for further use.
- Images are securely stored and used only by those authorised to do so."

We wish to abide by these sensible guidelines and ask you after reading this letter to return the parental permission slip.

Within these guidelines we already routinely take photographs for the following purposes:

- recording practical work/role play particularly in early years or for subjects where written recording is difficult;
- class records;
- art work by the pupils themselves;
- class based displays.

We therefore also ask your permission to take photographs of your child for the following purposes:

- displays of celebrations/successes in the front hall;
- newspaper reports of achievements/special events;
- images/video for the school website
- displays of teams/committees in the hall/front hall/booklets;
- videos playing on parents' evenings, showing the year's activities.

Yours sincerely,

J.Lloyd

ICT Co-ordinator

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I have read the information regarding use of photographs and video images and agree for my child \_\_\_\_\_ to have his/her image recorded within these guidelines. Signed: \_\_\_\_\_ parent/guardian.