



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## **PHOTOGRAPHY POLICY**

<b><i>Responsible Board</i></b>	Academy Trust Board and Foundation Board
<b><i>Policy Officer</i></b>	Executive Director
<b><i>Date Adopted</i></b>	March 2019
<b><i>Review Date</i></b>	March 2022

## **KING EDWARD VI ACADEMY TRUST BIRMINGHAM PHOTOGRAPHY POLICY**

The Schools of King Edward VI in Birmingham (the 'Charity') and King Edward VI Academy Trust Birmingham (the 'Academy Trust') (collectively the 'Foundation') are obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (collectively the 'Data Protection Regulation') when it takes or publishes photographs and videos of its pupils. The Foundation will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Regulation gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed/videoed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs or videos of your child in certain circumstances, then please indicate your preferences using the attached form. If no preferences are expressed, then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs/videos in the Foundation:

### **Photographs for Internal Use**

- The Foundation will take photographs/videos for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, on the Foundation and school websites/social media or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs, then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

### **Media Use**

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.

- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs, then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

### **Family Photographs at School Events**

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

## EXPRESSION OF PARENTAL PREFERENCES

Name of Child: \_\_\_\_\_

School: \_\_\_\_\_

Please tick any that apply:

### Unnamed Photographs:

	Yes	No
I am happy that unnamed photographs/videos of my child are used in school.		
I am happy that unnamed photographs/videos of my child are used for wider publication such as: School prospectus and similar information Foundation and School websites Social Media Display boards		
I am happy that an unnamed photograph/video of my child can appear in any external publication.		

### Named Photographs:

	Yes	No
I am happy that named photographs/videos of my child are used in school.		
I am happy that named photographs/videos of my child are used in any school publication.		
I am happy that named photographs/videos of my child are used on the Foundation and school websites and social media.		
I am happy that named photographs/videos of my child can appear in any external non-school publication.		

**I understand that the school will try to take my preferences into account but that the school and the Foundation must comply with the Data Protection Regulations which will give my child rights in his/her own data when he/she has adequate capacity and understanding to make decisions about the publication of his/her photographs/videos for him/herself.**

Signed: .....

PRINT NAME: .....

Relationship to child: .....