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**PHOTOGRAPHS**

Hilltop First School is registered as a data controller to process data. Any information you provide will be treated with the strictest confidence & will only be used for School purposes. Use of video & voice recording as part of day to day curriculum activities for teaching purposes generally do not need permission from parents.

Please complete the following table for both use of Image and use of Name

|  |
| --- |
| RBWM confirms that it shall only use photographic/video images of young people in line with the Information Commissioner’s Office Code of Practice to demonstrate or promote activities & events relating to schools & curricula provision. A copy of the Code of Practice can be obtained from ICO - www.ico.gov.uk  Please complete the form and, where appropriate, ensure your child is aware of your decision. |

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| --- | --- | --- |
| Surname: | Forename: | DOB: |

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| Area where images may be used | Use of Image | Use of name |
| **School Website/Newsletter** - includes articles & information about school activities & events. | YES / NO | First names only if used at all and never alongside photos |
| **School Display boards & notices** – photographs may include individual or groups to demonstrate, promote or congratulate pupils & their work. | YES / NO | Names are not used |
| **RBWM Web Sites** – Visitors to websites may view, online information on a wide range of events & activities promoting the school/RBWM. | YES / NO | Names are not used |
| **Local & National Press coverage** – features school/RBWM events & activities. Names may appear in text & could be used to identify individual pupils. | YES / NO | YES / NO |

I understand that my child’s image/voice may be used as above for the duration of their time at Hilltop and in some instances may be retained for archival purposes. I understand that I may withdraw my consent at any time by contacting the school & that where possible any publications or material containing the image/voice of my child will be recalled & withdrawn.

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| --- | --- | --- | --- |
| Signed: |  | Print Name: |  |
| Parent/Guardian | |  | |

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| --- | --- |
| Date: |  |