

Dear Parent / Guardian

Use of Digital Recording – images, photography, video and audio

To comply with the Data Protection Act 1988, we need your permission before we can take photographs or make video recordings of your son / daughter.

Below are listed the type of images that we may wish to take of your child during his / her school career. Please read the list carefully and then if you do give consent for your child to be included in the activities please complete the form below.

- Individual / group photographs in classrooms etc., for display in the Academy (full names may be given)
- General photographs or videos of children working in classroom or around the Academy for our archives (which could be published at some time in the future as a record of an era)
- Photographs or videoing of Academy events (e.g. educational visits, sports day, Dance, Drama and musical performances) for Academy publications when full names would be given
- Photographs or videoing of achievements / Academy events for the website (when surnames will be given but initials only of first names)
- Press photos or videos (of award ceremonies, individual achievers or Academy events) which will appear with full names in local newspapers
- Photo portraits by commercial photographers to be offered for sale to parents as an Academy fundraising activity

All photographs and images of children will be taken and used in accordance with Ormiston Park Academy 'Use of Digital and Video Images Policy' which requires staff to exercise professional judgement regarding suitability of images and their use. You may withdraw your consent at any time. Access to photographs or videos is restricted to relevant staff. Archive copies of images may be retained for future reference.

Yours faithfully



Mrs L Fenton-Hawes
Head of Year 6/7 and Transition

Acceptable User Agreement for Digital Technologies

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Please tick **ONE** option:

I give permission for Ormiston Park Academy to take and use images, photography, video and audio of my child. I have read and understood these terms and understand that the images and video will only be used to support learning activities or publicity that reasonably promotes the work of the Academy and for no other purpose.

I do not give permission for Ormiston Park Academy to take and use images, photography, video and audio of my child. I have read and understood these terms and understand that the images and video will only be used to support learning activities or publicity that reasonably promotes the work of the Academy and for no other purpose.

Pupil Name (in full) _____

Parent Signature _____

Date _____