

September 2010

Dear Parents

We take photographs of the children at our school and sometimes use the images in our school's prospectus or in other printed publications that we produce, as well as on our website. Also we often make video recordings or take photographs of the children in school for curriculum use. These may be shown to parents at various meetings. Recordings of school plays or concerts will be on sale to parents and families.

From time to time, various forms of media take photographs or video footage of events at our school. Pupils will often appear in these images, which may be printed in local or national newspapers, or on televised news programmes. In the case of the Coventry Evening Telegraph, they insist on naming any children whose image is used in an individual or small group photograph.

To comply with the Data Protection Act 1998, your permission is needed to photograph or make any recordings of your child. Please answer the questions on the attached sheet, then sign and date the form where shown and return the completed form to the school.

Please ensure that you retain the copy of this letter outlining the conditions of use, for future reference.

Conditions of use

1. This form is valid from the date you sign it for the period of time your child attends Earlsdon Primary School. The consent will automatically expire after this time.
2. We will not use the personal details of full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail, postal addresses, telephone numbers or fax numbers on video, our website, our school prospectus or in any other printed publication.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "Making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

CONSENT FORM FOR USE BY EARLSDON PRIMARY SCHOOL

Parent/Carer's Name

Child's Name

Please circle your answer clearly so that we are aware of your wishes.

I agree that images of my child may be used in the school prospectus and other promotional material yes/no

I agree that images of my child can be used in school yes/no

I agree images of my child can be used on the school website yes/no

I agree my child can appear in the media yes/no

My child can be videoed in school concerts (videos on sale to parents) yes/no

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Conditions for use of these photographs are at the bottom of the attached letter which should be detached and kept in a safe place for your future reference.

If you have any others concerns or comments to make please use the space allocated below.

I have read and understood the conditions of use.

Signed.....Parent/Carer

Date

Name (in capitals please)

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