

Merton Junior School

Using images of children - Multimedia consent form

Name of the child's
parent or guardian: _____

Name of child: _____

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with data protection legislation, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

We also arrange for an external photographer to visit the school to take group (e.g. class, team, year) and individual photographs which will be offered to parents to purchase. To comply with data protection legislation, the photographer needs permission before photographs of your child can be taken. Please answer questions 6 to 7 to indicate whether you are happy for the external photographer to take the above mentioned photographs.

The information you provide on this form (address, contact numbers) will be securely stored and not be used for any other purpose than confirming your permission to use the material.

Please indicate with a circle if you consent / do not consent to the following:

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards, including the school newsletter?	Yes / No
2. May we use your child's image on our website? Please note that our newsletter is published on our website.	Yes / No
3. May we record your child's image on video or webcam?	Yes / No
4. Are you happy for your child to appear in the media?	Yes / No
5. Are you happy for your child to appear on Social Media sites used by the school (e.g. Twitter and Facebook)?	Yes / No

6. Are you happy for your child to have their individual portrait photograph taken by an external photographer and for the school to provide the photographer with your child's name?	Yes / No
7. Are you happy for your child to appear in a group photograph (e.g. team, class, year) taken by an external photographer and for school to provide the photographer with your child's name?	Yes / No

Important notes:

- Please note that websites and social media sites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Neither you nor the school will have control over how those images are further used.
- Please note that you can withdraw your consent at any time. You can withdraw your consent by contacting us by sending an email to this email address: admin.office@merton-jun.hants.sch.uk by telephone 01256 326573 or in person.

 Conditions of use

1. This form is valid the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or 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 without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
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.

I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above.

Your signature **Date**

Your name (in block capitals)