



Photography Policy

The Hoddesdon School Trust is obliged to comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The Academy 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 Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understand 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. 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.

This does not apply to primary aged children and therefore the primary schools within the trust will act as they consider to be in the best interest of the child and will take account of any stated parental preferences. Parent/Carer(s) will be offered the opportunity to state their preferences about photographs in a variety of school based situations.

If you wish to express a preference for the school to avoid taking or publishing photographs 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 in this school:

Photographs for Internal Use

The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use, recording learning, but may also include photographs for publication, such as photos for the prospectus, 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. Photographs may also be published on the school's websites, Facebook and their Twitter accounts.

Students over the age of 12 will be informed when the photographs are being taken 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 schools within the Trust 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.





The Hoddesdon School Trust

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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 Academy 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.



Creating memories and futures together

Registered Office: The Hoddesdon School Trust • Stanstead Road • Hoddesdon • EN11 0QF
Registration Number: 07555066 • VAT Number: 120 5075 61
The John Warner School • The Cranbourne Primary School • Roselands Primary School
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CRANBOURNE PHOTOGRAPH PERMISSIONS

Student's Name: Class:.....

PLEASE TICK BOXES THAT **APPLY**:-

I DO NOT WANT PHOTOS OF MY CHILD TO BE USED:

ON IN-SCHOOL DISPLAY BOARDS

ON THE SCHOOL WEBSITE

IN THE SCHOOL PROSPECTUS OR SIMILAR

ONLINE EG FACEBOOK, TWITTER

IN EXTERNAL PUBLICATIONS eg THE MERCURY

Please note that photos used on the website, Twitter etc will never include the child's name.

Should an external publication, eg The Mercury, wish to use named photos we will always contact parents/carers directly for permission.

Parent's signature:.....

Date:.....



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