Privacy Notice for school photos and additional activities

Approved by	Full Governing Body
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School Photos

We are required by law to retain a photo of each pupil as part of our educational record for identity management, safeguarding and security purposes. These images may be stored on our Information Management systems. We rely on Public Task as our legal basis for processing that data.

We sometimes wish to use digital images, e.g., photos, videos, audio recordings to enhance education provision, inclusion, and recreation. Where we wish to use images for these purposes and to celebrate success or promote the school, for example news articles, school prospectuses, social media posts etc., we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves.

Where consent has been provided for the use of images, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office.

As we will be relying on **consent** when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the school. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.

The school is the Data Controller for this information. This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:

- The school website provider
- Local media
- School photographer
- County Record Offices
- Social Media platforms

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No digital images are routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

Additional school activities

We may offer extra-curricular activities, for example recreational school trips, sporting events and pupil support services (e.g. Speech and Language Therapy). The types of personal information we may use include:

- Names
- Emergency contacts
- Relevant health information
- Date of birth
- Passport information (where required, e.g. for overseas trips)

In these circumstances we rely on your consent. We will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupils themselves. Permission for pupils to go on trips will be sought from the parent/carer. As we are relying on your consent you can withdraw consent at any time by contacting the school.

Personal information used for these purposes will be retained for the duration of the event's planning and delivery, and for a reasonable period afterwards to address any subsequent enquiries or complaints.

No personal information is routinely available outside of the UK. However, in the case of overseas trips information will be used in other countries. Where this is the case this will be with your consent and with appropriate safeguards in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

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