

Guidance on Using Photographs of Pupils Beverley High School



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This policy document is available in a variety of formats in line with the Disability and Equality Act 2010. It is available as a hard copy from the School Office or can be found on the School website at www.beverleyhigh.net

Guidance on Using Photographs/Images of Pupils

Photographs/images of pupils are sometimes used in promoting the school both internally and externally.

Parents are made aware of this in Part 2 of the Data Collection Booklet for New Pupils under the heading 'Data Protection Act 1998'. This is where the school seeks parents' permission to use their child's named photograph/image in the promotion of the school. Data Collection Booklets are stored securely in individual pupil files in the school office.

Parents may or may not give permission for the school to use their child's named photograph/ image.

Staff should check with the school office whether a child's parents have given permission before using a named photograph in an external publication e.g. newspaper, website, brochure.

Staff should check with the child before using a named photograph internally e.g. on a display board.

Occasionally large group photographs are used, without names. In this instance it is not necessary for staff to seek permission to use such photographs, as individuals are not being identified by name.

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