

## **Photograph and Media Policy**

The College is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its students. The College will always try to act in the best interest of the students.

- The Data Protection Act gives student rights over their own data when they are considered to have adequate capacity to understand. Most students will reach this level of understanding at around age 12. For this reason, it will normally be up to the individual student to decide whether or not to be photographed. Where the College considers that the student does not have the capacity to make such a decision, the College will act as it considers to be in the best interests of the student and liaise with the student's parent/guardian concerning their preferences.

Ordinarily the following rules will apply to photographs in this College:

### **Photographs and Videos for Internal Use**

- The College will take photographs and videos for its own use. Usually these will be unnamed and will generally be for internal College use but may also include photographs and videos for publication, such as photos for the prospectus, or to show at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the College.
- When the photograph or video is taken, the students will be informed that a photograph or video is being taken and told what it is for so that they can object if they wish.
- If the College wants to use named photographs or videos then it will obtain specific consent first. For most students this will be student consent as explained above.

### **Media Use**

- The College will give proper consideration to the interests of its students when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in College or at College events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the College will make sure that students are informed of the media presence. If no objection is received, then the College will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs or videos then they must obtain specific consent from those students with capacity to consent or the parents/guardians of those without capacity. The College will require the media entity to check with the College before publication so that the College can check that any objections have been taken into account.

### **Family Photographs at College Events**

- It shall be at the discretion of the College whether photographs and videos may be taken at a College 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 or videos showing students other than their own family members on the internet.

## Photograph Consent Form

Name of Student \_\_\_\_\_

Please tick as appropriate:

### Unnamed Photographs and Videos:

- I consent to unnamed photographs and videos of me being used in College.
- I consent to unnamed photographs and videos of me being used by the College for wider publication:
  - College prospectus and similar information\*
  - College website
  - Display boards
- I consent to unnamed photographs and videos of me appearing in any external publication.

### Named Photographs and Videos:

- I consent to named photographs and videos of me being used in College.
- I consent to named photographs and videos of me to being by the College for wider publication:
  - College prospectus and similar information\*
  - College website
  - Display boards
- I consent to named photographs and videos of me appearing in any external publication.

You have the right to withdraw or change your consent at any time by requesting and completing a revised form from the College Office.

Signed \_\_\_\_\_

PRINT NAME \_\_\_\_\_

\*Photographs and videos will be used for the following 2 academic years.

Prospectus materials are classified as a 'legitimate interest' and although every effort will be made to take your preference to have your photo withdrawn into consideration, the College cannot guarantee that hard copy materials will be revised within the 2 year period specified above.