



Bishop John Robinson CE Primary School

Head Teacher: Mr Ken Maslin
Deputy Headteacher: Mrs Jo Richardson

Hoveton Road
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CONSENT FORM FOR STAFF

FOR STAFF EMPLOYED TO WORK Bishop John Robinson CHURCH OF ENGLAND PRIMARY SCHOOL

Images and videos Staff consent form

This form explains the reasons why and how the school may wish to use images and videos of you in certain publications and online platforms. Please read the form thoroughly and confirm if you give your agreement as appropriate.

Name of Member of Staff:	
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Why do we need your consent?

The school requests your consent for the use your images and videos for a variety of different purposes in order to comply with our data protection obligation, further details of which are found in the school's data protection policy.

Without your consent, we will not use these images and videos for the reasons outlined below. Similarly, if there are only certain conditions under which you would like your images and videos to be used, we will abide by the conditions you outline in this form. The consent provided by you can be varied or withdrawn at any time and providing consent is entirely voluntary.

Why do we use your images and videos?

The school uses your images and videos as part of displays to celebrate school life; to promote the school on social media (for example, Twitter) and on the school's website; and for other publicity purposes in printed publications, such as newspapers and the school newsletter.

In some circumstances, we may not require your consent to process photos or images of you, for example, if there is another legal justification for doing so. Please see the school's privacy notice for more details.

Who else uses your images and videos?

It could happen that the school is visited by local media and press, who may take images or videos of school events, such as sports days and school plays. Staff may appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use your images and videos:

- RBG
- The Greenwich Newshopper and other local newspapers.
- The SDBE

Where any organisations other than those above intend to use your images or videos, **additional consent** will be sought before any image or video is used.



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What are the conditions of use?

- It is your responsibility to inform us, in writing, if you wish to withdraw or amend the consent.
- The school will not use your personal details in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of teachers that have been drawn by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.

Providing your consent

Please read the following conditions thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use photos and images for the reasons set out in this form if we have received this form back from you. Please therefore return this form to Lin Beattie so that we can update our records about whether you give your consent.

We will **only** publish images and videos of you for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using images of me on the school website.		
Using images of me on the school staff board.		
Using videos of me on the school website.		
Using my name on the school website (currently showing as title, forename, surname) brochures, newsletter and social media.		
Using my name on staff board (currently showing as forename, surname)		
Using images of me on social media, including the following: [Delete and/or add as appropriate] • Twitter		
Using videos of me on social media, including the following: [Delete and/or add as appropriate] • Twitter		
The local media using images of me to publicise school events and activities (only including the organisations outlined above).		
The local media using videos of me to publicise school events and activities (only including the organisations outlined above).		
Using images of me in marketing material, e.g. the school brochure and prospectus.		



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Refreshing your consent

Consent will also be refreshed where any changes to circumstances occur; this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used.
- Changes in staff circumstances.
- Changes to the consent, e.g. amending the provisions for which consent has been provided for.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the head of school. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that have been shared or published prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

Declaration

I, _____ (name of member of staff), understand:

- Why my consent is required.
- The reasons why the school uses my images and videos.
- Which other organisation's may use my images and videos.
- The conditions under which the school uses my images and videos.
- I can choose whether or not to give my consent, and the school will use my images and videos in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Headteacher.

Name of member of staff: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the Headteacher at Bishop John Robinson Primary School or the schools Data Protection Officer, Sarah Kotb on

PLEASE RETURN YOUR CONSENT FORM TO Karen Fletcher NO LATER THAN WEDNESDAY 23rd MAY 2018.

Yours sincerely,

Ken Maslin