



## Lancaster Girls' Grammar School Images and videos pupil consent form

This form explains the reasons why and how Lancaster Girls' Grammar School may use images and videos of you. Please read the form carefully and then answer the questions on the **online form**.

### **Why do we need your consent?**

At school we use an image of you (your photograph), or videos of you, in a few ways, but we will only do this if you agree to it.

### **Why do we use your image?**

We have a photograph of you in our computer system so that we can recognise you when we are updating your records and so that we can print class or group lists with your photograph.

We display images and videos of students in school to celebrate school life and your achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

If we use an image of you on your own, we will not add your name to the image. Where we use your name in a written publication, we will not include your photograph without your permission.

If, for example, you have won an award and you and your parents would like your name to be published alongside your image, we will get your permission for this.

Lancaster Girls' Grammar School may take images or videos of individual students and groups of students to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

### **Who else uses images and videos of you?**

Occasionally the school is visited by local media and newspapers, who take images or videos of school events, such as sports days. Students will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

Where any organisations other than those above intend to use your images or videos we will get your permission before it is used.

### **What are the conditions of use?**

- This consent form is valid whilst you remain a student at LGGs
- You can let us know if you change your mind
- We will not use your personal details or full name in an image or video, on our website, in our school prospectuses or any other printed publications.
- We 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.
- We may use pictures of students and teachers that have been drawn by students.
- We may use work created by students.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.

- The school will only use images and videos of students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear.
- Every year the school photographer will take a photograph of you to update your student record and a class photograph which is available to buy.

### Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. The school will only publish images and videos of you according to the permission you give here.

### I provide consent to:

Using images of me on the school website.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Using videos of me on the school website.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Using images of me on school Twitter accounts	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Using videos of me on school Twitter accounts	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Media using images of me to publicise school events and activities	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Media using videos of me to publicise school events and activities	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Using images of me in marketing material, e.g. school brochures and prospectus.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### Refreshing your consent

This form is valid until you leave LGGS, or until you change your mind.

If anything changes, we might ask you again to tell us what you agree to. This might be for instance;

- If we start using a new social media account to share student images and videos
- if using your photograph would not help to keep you safe
- if your parents change their consent

## Withdrawing your consent

You can change your mind and decide that you do not want us to use your image at any time. We may already have shared some images of you before you changed your mind, but we will do our best to remove these as soon as possible.

If you want to change your mind, just let Mrs J Mason know and she will issue you a new form.

## Declaration

Declaration:

I understand:

- Why I have been asked these questions.
- The reasons why Lancaster Girls' Grammar School uses my photograph or videos of me.
- Which other organisations may use my photograph or videos of me
- I have agreed to this, as above, and the school will use my photograph or videos of me in line with my answers.
- I can change my mind in the future and ask Mrs J Mason, the Data Protection Officer, to update my answers.
- If my circumstances change I may be asked to answer these questions again

<b>Name of Student</b>		<b>Form</b>	
<b>Date</b>			

If you have any questions regarding this form, please contact our Data Protection Officer, Mrs Jane Mason, at [dpo@lggs.lancs.sch.uk](mailto:dpo@lggs.lancs.sch.uk) or telephone 01524 581661