



Using images & Video

Multimedia consent form – South Wonston Primary School

Name of Employee: _____

Occasionally, we may take photographs or produce videos for business purposes that include our staff. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on our social media or on project display boards. We may also make video or webcam recordings for school-to-school, business-to-business conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Staff will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

Please return the completed form to the school as soon as possible.

Please circle your answer

1. May we use your photograph in printed publications that we produce for promotional purposes, on project display boards, ID Badges?	Yes / No
2. May we use your image and/or video on our website?	Yes / No
3. May we record your image on video or webcam?	Yes / No
4. Are you happy to appear in the media	Yes / No
5. Are you happy to appear on Social Media sites used by the school e.g. Twitter and Facebook - <i>Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK European law applies.</i>	Yes / No



🔒 Conditions of use

1. This form is valid for the period of time you are employed with the school plus one year for hidden archiving (see clause 11). The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings that include yourself after you leave the school.
3. We will not use the personal details or full names (which means first name and surname) in a photographic image on video, on our website or in any of our other printed publications without good reason. For example, we may include the full name of an employee in a newsletter to celebrate achievements or feedback on events.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our marketing materials or in other printed publications.
5. We may include pictures that have been captured or drawn by clients or pupils.
6. We may use group photographs or footage with very general labels, such as 'team building day' or 'team training'.
7. We will only use images of staff who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. Your consent can be withdrawn at any time in writing.
9. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
10. If we wish to retain any images or video for the school historical archives, we will sought written permission from you with full and transparent reasons to support the request.
11. After a staff member leaves the school we will archive their work for a period of one year. This will securely be stored and hidden from open view on the school network. Staff and previous employees can request access to this data for up to one year after that employee has left the school by submitting a Subject Access Request (SAR). After the archive year has passed employees data will be completely removed from the network and backups and become unrecoverable.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details in the media.

I have read and understood the conditions of use and give my consent for my image/s & videos to be used as described above.

Your signature **Date**

Your name (in block capitals)