

# Form E



## Photographs & Filming

Occasionally, we may take photographs and film students at our school. We may wish to use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Townley Grammar School may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students 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 Act 2018, we need your permission for each medium before we can photograph or make any recordings of your daughter for promotional purposes.

### Conditions of use

1. This consent is valid for the period of time your daughter/son is part of the Townley Grammar School Community. However, we will review this at regularly intervals and request you renew your consent.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website/social media, in our school prospectus or in other printed publications.
3. If we use photographs of individual students, we will not normally use the name of that student in the accompanying text or photo caption without your permission. However, on occasion we may use forenames to accompany photographs and news items and in some instances the surname may be included. We will request the press does likewise but we cannot guarantee they will comply.
4. We do celebrate our students' achievements and events, therefore photographs can be displayed in classrooms and noticeboards around the school.
5. We may include pictures of students and teachers that have been drawn by the students.
6. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "the intermediate choir".
7. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. We also maintain a secure archive of our whole school photographs, event images and programmes to maintain the history of Townley Grammar School.

Where it is necessary to film or take images for examination purposes, these are also protected by the rules and regulations of Joint Council for Qualifications and the awarding bodies and are not included in this consent form as they are a legal requirement to complete the examination process.

Please complete and return the attached form

## Form E1

Student Surname: ..... Forename: .....

Date of Birth .....

### Photographs & Filming Consent Form

Please indicate your consent to the use of images (moving or still) of your daughter/son, please sign and date below.

Website (Global): Yes/No

Social Media (Global): Yes/No

Prospectus (National): Yes/No

Newsletter (Townley Community): Yes/No

Townley Event Programmes (Townley Community): Yes/No  
(ie Drama/Dance/Music Productions, Sporting Events, Celebratory Events)

Leadership Programmes (Townley Community): Yes/No

Townley School Noticeboard Displays (Townley Community): Yes/No

Student Signature: ..... Date: .....

You have the right to withdraw all or any one of the above areas at any time. Please contact in the first instant your Learning Manager.

This consent will be review if you image continues to be used by Townley Grammar School after you leave. If this is the case please ensure you keep you contact details up to date.

If you have any questions regarding Townley Grammar School and the General Data Protection act 2018 please contact our Data Protection Officer via email:

[dataprotectionofficer@townleygrammar.org.uk](mailto:dataprotectionofficer@townleygrammar.org.uk)

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*