



### Photography & Filming Policy

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## Photography & Filming Policy

For the purposes of this policy 'photography' is taken to include any form of digital, film or CCTV photography and either still or moving images.

### Introduction

This policy and code of practice is intended to provide information to students, their parents and families about how photographic images of students are normally used by Oathall.

### Complying with the law

The main legislation in this area is the General Data Protection regulations or GDPR which came into force on 25 May 2018. These regulations do not preclude schools from taking or using photographs for educational purposes. However, the GDPR sets out principles for how organisations should process personal data and keep it safe. These regulations have informed this policy.

### Why we take photographs

We use photographs to identify students when they join the school, this helps staff to quickly recognise students around the school and in their classes. We may also take class, house, year or individual photographs for historical records.

We also use CCTV in school to help safeguard students and school property.

But most importantly, we really value using photos of students in their day to day school activities so we can showcase what students do in school and show what life at Oathall is like to others. These images are used to promote the school and could be published on the website, school social media (Twitter/Flickr etc.), school displays and leaflets. On some occasions we issue photographs of students to the local press for example to celebrate an event or achievement.

### Consent

To ensure we meet the requirements of GDPR we need to seek your consent to take photographs of your child. We ask for your consent when you complete your child's admission form on joining Oathall. We keep a record of this consent on your child's electronic record on SIMS. (The database system most schools use to record student's personal information and data.)

We will inform you when a professional photographer, film company or organisation is taking photographs in the school.



## Photography & Filming Policy

You or your child may ask not to have their photograph taken or used for non-educational purposes at any time.



## Photography & Filming Policy

### Taking photographs

We will usually only use images of students in Oathall uniform unless it is for a specific event such as Rock Challenge, a school production or when a student is on a school trip. In this instance we will only use images of students who are suitable dressed. We will avoid taking photographs of students in swimming costumes except for appropriate circumstances such as a swimming competition.

If we use a professional photographer or invite the press to an event we will make it clear what our expectations are of them in relation to safeguarding. We will not allow photographers unsupervised access to students.

We will never approve photography sessions outside of a school approved event or at a child's home.

### Using Images

Safeguarding a child will always be a priority for the school. We will not use an image if we believe it could be misused or be used to learn more about a child. We will not use your child's image for any purpose if it would prejudice the interests of your child.

We will use the minimum amount of personal information about your child in any published photographs such as first name, school name, year group or house name. We will never reveal personal addresses, phone numbers or email addresses.

If we think someone is suspected of taking inappropriate or unauthorised pictures then they will be asked to stop. If this is an adult we will record the incident and, if appropriate report it to the police. If this is a student the incident will be dealt with under the schools behaviour policy.

### Storing images

Images of pupils used for educational identification purposes are stored on the student's personal secure MIS

record.

Images of students used for promotional purposes are stored on the school's internal secure network and in some cases backed up to portable hard drives. These are either encrypted devices or hard drives locked away in secure locations such as the school's internal server room.

Images of students are sometimes shared between staff or students via Google Drive within the Oathall domain. Images stored in this manner are deleted when an employee or student leaves the school.

Images of students are also stored on the social media platform Flickr as a historical archive.



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### CCTV

The school operates a CCTV system to help with monitoring student behaviour and to safeguard the school's property and estate. Cameras are sited around the school internally and externally.

Access to the CCTV digital system is strictly controlled and only authorised staff are able to view images.

CCTV footage is routinely stored for no more than 30 days. We store downloaded clips relating to safeguarding incidents from CCTV footage on a secure folder on the school's internal network. Only authorised staff are allowed to access this. The footage is deleted as soon as it has been used.

We are obliged to share CCTV with the police if it is requested to investigate criminal activity. We rarely share CCTV footage with parents and then only if no one other than their child can be identified.

Acceptable behaviour by parents, families and friends of students.

Technology makes it easy to take, process & distribute photographs of students and staff without the subject of the photograph knowing it is happening.

We realise that parents, families and friends want to share their child's achievements and special moments at school. We ask that people make every attempt to obtain the permission from students other than their child or members of staff before taking any photographs. We ask that parents are considerate of the risks associated with sharing images of students on social media especially if it contains names or other identifying personal data.

We expect all friends and family members to act responsibly and never to inappropriately share or misuse

images of students at this school.