



## **Albert Primary School**

### **Privacy Notice (How we use pupil images)**

### **General Data Protection Regulations (GDPR)**

#### **Who processes your information?**

Albert Primary School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Mr A Williams is the data protection officer for Albert Primary School. Their role is to oversee and monitor the school's data protection procedures, and ensure that they are compliant with the GDPR. The data protection officer can be contacted on 02920 707682.

Occasionally we may take photographs or film pupils at our school for educational purposes. This could include displaying the images on project boards or in school newsletters. We may also take class or individual photographs for historical records.

The images that we take of our pupils may also be used to promote the school and could be published on leaflets, in our prospectus, on our website or Twitter feed. We will not use your child's photograph unless the school holds your consent.

There are times when our school is visited by the media who will take photographs or film high-profile events. Pupils will often appear in these images which may be published in local or national newspapers or used on televised programmes.

#### **Our Promise**

We will not use your child's image for any purpose if it would prejudice the interests of your child.

We will only use images of pupils who are suitably dressed in school uniform or sports kit and will avoid taking pictures or video recordings of pupils in swimming costumes, except in appropriate circumstances, for example a swimming performance.

We will only use the minimum amount of personal information about your child in any publication, such as first name, school name and possibly year group, and we will never reveal full names (unless appropriate), personal email address, telephone numbers or home address.

We will keep your child's images and personal information secure and will either destroy individual images when your child leaves the school or give them to you, unless we need them for historical or educational purposes.

We will not use your child's image for any reason other than those stated, unless we have a legal obligation or power, or have received consent from you.

If you have any concerns about your child being photographed while at our school, or if you have any queries about how these photographs may be used, please contact the school. Please be reminded that you are able to withdraw/amend your consent at any time by contacting the school on 02920 707682.

Ratified by the Governing Body : 28<sup>th</sup> June 2018