



Kings Mill School & Residence

Photography and images policy

Approved by: Full Governing Body 18th June 2026

**Last
reviewed:** May 2026

Next review: Summer 2027

Statement of intent

At Kings Mill School, we use images and videos for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school community, we also understand that these can have significant risks for those involved. Under the legal obligations of the GDPR and the Data Protection Act (DPA) 2018, the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

The school has implemented a policy on the safe use of cameras and videos by staff and parents to reflect the protective ethos of the school with regard to pupils' safety.

In order to ensure that, as far as possible, the use of photography and video is used safely at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Freedom of Information Act 2000
- Equality Act 2010
- Human Rights Act 1998
- Voyeurism (Offences) Act 2019
- DfE 'Keeping children safe in education'
- DfE 'Data protection in schools'

This policy also has due regard to the school's policies including, but not limited to, the following:

- Data Protection Policy
- Records Management Policy
- Countering bullying Policy
- Acceptable use Policy
- Staff code of conduct
- Online safety policy
- Child Protection and Safeguarding policy
- Behaviour policy
- Device and technology acceptable user agreement

Definitions

For the purposes of this policy:

- **"Camera"** is used to refer to mobile phones, tablets, webcams, portable gaming devices and any other equipment or devices which may be used to take photos.
- **"Personal use"** of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g. a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo and are not intended to be passed on to unknown sources. The principles of the GDPR and the DPA 2018 do not apply to images and videos taken for personal use.
- **"Official school use"** is defined as photography and videos which are used for school purposes, e.g. for building passes and identity cards. These images are likely to be stored electronically alongside other personal data. The principles of the GDPR and the DPA 2018 apply to images and videos taken for official school use.

- **“Media use”** is defined as photography and videos which are intended for a wide audience, e.g. photographs of children taken for a local newspaper. The principles of the GDPR and the DPA 2018 apply to images and videos taken for media use.
- Staff may also take photos and videos of pupils for **“educational purposes”**. These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the GDPR and the DPA 2018 apply to images and videos taken for educational purposes.
- **“Personal electronic devices”** are defined as devices that are used to store, generate, or transmit information or data in any form, including audio, visual or text. Such devices may include, but are not limited to, the following items:
 - Any type of computer or computer-like instrument
 - Portable devices, such as tablets, laptops, mobile phones, personal digital assistants (PDAs), portable hard drives, USBs, pagers and smart or electronic watches.
 - The components of any such devices above.

Responsibilities

The headteacher is responsible for:

- Submitting consent forms to parents, and pupils where appropriate, at the beginning of the academic year with regards to photographs and videos being taken whilst at school.
- Ensuring that all photos and videos are stored and disposed of correctly, in line with the GDPR and the DPA 2018.
- Deciding whether parents are permitted to take photographs and videos during school events.
- Communicating this policy to all the relevant staff members and the wider school community, such as parents.

The Designated Safeguarding Lead (DSL) is responsible for:

- Liaising with social workers to gain consent for the use of photographs and videos of CLA pupils.
- Liaising with the DPO to ensure there are no data protection breaches.
- Informing the headteacher of any known changes to a pupil's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

Parents, and pupils where appropriate, are responsible for:

- Completing a photography consent form on an annual basis.
- Informing the school in writing if they wish to make any changes to their consent.
- Acting in accordance with this policy.

Lawful bases for taking, using and sharing images

The school recognises that photographs and videos of identifiable individuals constitute personal data under data protection law. The school will ensure that a valid lawful basis is established before any images are taken, used or shared.

The school will identify and apply the most appropriate lawful basis depending on the purpose of the image processing. The main lawful bases the school will rely on are public task, consent, and legitimate interests, in line with guidance provided by the ICO.

Public task

The school will rely on the lawful basis of public task where images are necessary for carrying out official duties and functions. This may include, but is not limited to:

- ID cards.
- Registers.
- Classroom seating plans.
- PE peg labels.
- Personal storage or drawer labels.

The school will use images under public task where they are essential for administration, safeguarding, identification, or the efficient operation of the school.

The school will consider any objections from pupils or parents regarding the use of images under public task. While individuals have the right to object, the school will assess each request carefully and determine whether there are compelling legitimate grounds to continue processing, particularly where safeguarding or identification is concerned.

Where appropriate, the school will offer reasonable alternatives, such as non-photographic identification methods.

The school will clearly explain the use of images under public task within its privacy notice and will ensure that all objections are handled fairly, transparently and in accordance with UK GDPR requirements.

Consent

Where the school relies on consent, it will ensure that consent is:

- Freely given.
- Specific.
- Informed.
- Unambiguous.

The school will obtain consent from parents, and from pupils themselves where they are of an age and maturity to understand how their images will be used.

When deciding whether a pupil can give valid consent, the school will consider safeguarding factors and whether the risks are fully understood by the pupil.

When using consent as a lawful basis, the school will:

- Clearly explain how images will be used at the point of collection.

- Keep accurate records of consent, including who gave it, when, how, and what information was provided.
- Regularly review and refresh consent on an annual basis at the beginning of the school year.
- Seek new consent where images are to be used for a different purpose than originally agreed.

The school will respect the right to withdraw consent at any time. Upon withdrawal, the school will stop using the image and will delete it unless another lawful basis applies.

The school will handle withdrawal requests sensitively, particularly where they relate to safeguarding or changes in personal circumstances.

Legitimate interests

The school may rely on legitimate interests where image use is necessary for purposes that are reasonable, proportionate, and do not override the rights and freedoms of the individual.

In such cases, the school will:

- Carry out a legitimate interests assessment to ensure the processing is justified.
- Consider the impact on pupils and their families.
- Seek permission as a matter of good practice, even where formal consent is not required.
- Provide clear and accessible ways for pupils and parents to opt out.

The school will make it clear how individuals can:

- Opt out at the time images are taken.
- Change their preferences at a later date.

The school will act on opt-out requests promptly. This may include removing images from digital platforms and ensuring they are not used in future materials. Where images have already been published in printed materials, the school will ensure they are not reused in subsequent editions.

The school will distinguish clearly between permission and consent, recognising that permission supports transparency and trust but does not replace the requirement for a lawful basis.

General procedures

Photos and videos of pupils will be carefully planned before any activity and the DPO will oversee the planning of any events where photographs and videos will be taken.

Where photos and videos will involve CLA pupils, adopted pupils, or pupils for whom there are security concerns, the headteacher will liaise with the designated safeguarding lead to determine the steps involved.

While the school will not always need permission from a pupil or parent to take a photo or video, the school will check whether any restrictions have been set before using, storing or sharing images.

The list of all pupils who have not consented to being photographed or recorded will be checked prior to the activity. Only pupils for whom consent has been given will be able to participate.

The staff members involved, alongside the headteacher and DPO, will liaise with the DSL if any CLA pupil, adopted pupil, or a pupil for whom there are security concerns is involved.

A school-owned digital camera will be used to take photographs and videos of pupils.

Staff will ensure that all pupils are suitably dressed before taking any photographs or videos.

Where possible, staff will avoid identifying pupils by name or any other identifiable data. If names are required, only first names will be used.

The school will not use photos or videos of:

- Any pupil who is subject to a court order
- Children who have left the school, without the consent of their parents or, where appropriate, the children themselves.
- Staff members who have left the school, without their consent.

Photos and videos that may cause any distress, upset or embarrassment will not be used.

Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the DPO.

Additional safeguarding procedures

The school will consider certain circumstances that may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

The DSL will, in known cases of a pupil who is an CLA or who has been adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

Any measures required will be determined between the designated safeguarding lead, social worker, carers, data protection officer and adoptive parents with a view to minimising any impact on the pupil's day-to-day life. The measures implemented will be one of the following:

- Photos and videos can be taken as per usual school procedures
- Photos and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
- No photos or videos can be taken at any time for any purposes

Any outcomes will be communicated to all staff members and the list outlining which pupils are not to be involved in any videos or photographs will be updated accordingly. This information will also be available to all teachers on the management system.

Use of electronic devices

Staff members and pupils will be issued with school-owned devices to assist with their work, where necessary. Requirements around the use of school-owned devices can be found in the can be found in the schools Device and Technology user agreements.

Misuse of cameras, filming equipment or other devices in a way that breaches school policy will always be taken seriously and may be the subject of disciplinary procedures, or dealt with under the relevant safeguarding policy as appropriate.

Staff use of digital cameras and other electronic devices

Photos and videos will only be taken for educational purposes and in “school or educational provision settings”.

Staff will only be permitted to take photos and videos of pupils using the school’s digital cameras or school issued iPads; however, they may use other school owned devices, such as mobiles phones and tablets, where the DPO has been consulted and consent has been sought from the headteacher prior to the activity.

The school camera will be located and stored securely in the IT server cupboard. Members of staff will be responsible for signing the camera in and out. Members of staff will not be allowed to take school cameras or memory cards home. Staff are responsible for locking away the class iPad each evening and ensuring the bank of iPads are stored in the iPad cabinet.

Staff or other adults are not permitted to take photographs of pupils in vulnerable circumstances, such as when they are upset or inappropriately dressed. Members of staff and the school community are required to report inappropriate use of digital cameras and images to the Headteacher. If it is found that any incidents raise child protection concerns, immediate action will be taken in consultation with the DSL.

Where school-owned devices other than digital cameras are used, images and videos will be upload to the school server at the earliest opportunity and then removed from the device.

Photos and videos taken by staff members on school visits may be used for educational purpose, e.g. on displays or to illustrate the work of the school, where an appropriate legal basis has been obtained.

Use of personal devices by staff

Members of staff will not be allowed to take images using personal devices without prior permission. If personal devices are allowed to be brought in due to a specialist requirement or defective equipment, the memory card should be shown to be empty and images downloaded to the school’s server.

Any personal electronic device that is brought into school is the responsibility of the user. Staff will not be permitted to use their personal devices during lesson time, other than in an emergency. Staff will not use their personal mobile phones or other personal device, to take images and videos of pupils.

Personal devices are not permitted to be used in the following locations:

- Classrooms
- Toilets
- Changing rooms

Use of personal devices by pupils

All pupils will be encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

Unless exceptional circumstances apply, pupils will not be permitted to keep personal mobile devices on their person throughout the school day in accordance with the Mobile Devices Policy.

Pupils' use of school-owned devices will be appropriate for the purpose they are intended for. Any misuse of school-owned devices will be dealt with in accordance with the Behaviour Policy.

Inappropriate use of devices will be outlined in the Mobile Devices Policy, while the sharing of indecent images will be detailed in the Child Protection and Safeguarding Policy and Youth-produced Sexual Imagery (YPSI) Policy.

Use of personal devices by parents

Parents or family members will be welcome to take photos of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the schools will expect all parents to follow. Parents will:

- Remain seated while taking photos or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photos and/or videos their own children.
- Avoid disturbing others in the audience or distracting pupils when taking photos or recording videos.
- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photos and/or videos if and when requested to do so by staff.

Sharing of images

When deciding whether it is appropriate to share images, the school will consider:

- Any safeguarding implications.
- The lawful basis for doing so.
- Whether pupils and parents are aware of the risks.
- Whether any parents or pupils have put in place any restrictions on permission to do so.

The school may use images for newsletters, websites, prospectuses, social media, school trips, performances, sports days, or classroom displays. In doing so, legitimate interests may

be appropriate as a lawful basis; however, the school will consider whether the use is necessary, fair and respects the rights of pupils and staff.

The school will take particular care when sharing images to social media and will make pupils and parents aware that social media involves wider sharing and may carry higher privacy risks. The school may collect specific consent for posting on social media platforms.

If images are shared with third-party platforms, social media or cloud services, the school will check that the lawful basis and privacy settings comply with data protection law.

If parents share photos or videos of other pupils publicly, the school may ask them to remove the image if it raises privacy or safeguarding concerns.

Storage and retention

As per the GDPR and the DPA 2018, images obtained by the school will not be kept for longer than necessary; retention periods for the different types of personal data are outlined in the school's Record Management Policy.

Hard copies of photos and video recordings held by the school will be annotated with the date on which they were taken and will be stored securely. They will not be used other than for their original purpose, unless permission is sought from the headteacher and parents of the pupils involved and the data protection officer has been consulted.

Digital photos and videos held on the school's server are accessible to staff only. Photos and videos are stored in labelled files, annotated with the date and identifiable by class name or activity. Where it is necessary to use the pupil name on a file then this should be the first name and first initial of the surname or first and last initial. However, staff need to be aware that for any photographs or videos uploaded to the school website or digital newsletter the file name may be visible to anyone who views this and therefore the file name needs to be anonymised before using.

Paper documents will be shredded or pulped and electronic memories scrubbed clean or destroyed once the retention period has ended. The data protection officer will review stored images and videos on an annual basis to ensure that all unwanted material has been deleted.

Where a parent or pupil has withdrawn their consent, any related imagery and videos involving their child will be removed from the school drive. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

Where a pupil's security risk has changed, the designated safeguarding lead will inform the headteacher immediately. If required, any related imagery and videos involving the pupil will be removed from the school drive immediately. Hard copies will be removed by returning them to the parent/pupil or by shredding, as appropriate.

Official school photos are held on Arbor alongside other personal information and are retained for the length of the pupil's attendance at the school, or longer if necessary, e.g. due to a police investigation.

Images taken on the school camera / iPads will be downloaded as soon as possible on to a school computer/laptop, ideally once a week.

Members of staff are responsible for ensuring that images are safely stored, particularly on memory sticks and hard drives. They must take reasonable measures to ensure that they do not come into the possession of unauthorised persons.

No digital image will be altered or enhanced in any way by any member of staff, unless given prior permission by the headteacher to do so. The school may require images to be deleted or edited as appropriate and may choose to use images taken by members of staff or volunteers for other purposes, provided the processing conditions and consent requirements of this policy are met. Staff members are responsible for ensuring that edited images do not mislead or misrepresent. They must not edit images which result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

If the memory card for individual school cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered. Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

Appropriate use of images under the GDPR and the DPA 2018

Photographs are used in school for many reasons and the different uses for the same image should be considered separately, as each photograph and use will potentially have different conditions for processing.

As a public body, the school must consider whether the processing is taking place in the performance of its duties as a public authority. Where this is the case, the legal basis for processing will be recorded as 'public task' not 'legitimate interests' – public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of their tasks as a public authority.

To judge whether legitimate interest can be used as the basis for processing data, the school will carry out three different tests, these are:

- A purpose test – establishing the reasons for using the data, what will be achieved and whether the benefits are justifiable.
- A necessity test – establishing whether the processing of pupils' data will be useful and whether there is a less intrusive way of reaching a means to an end.
- A balance test – establishing the impact it will have on the data subject by processing the data for said reason.

These three tests make up a 'legitimate interest assessment' (LIA) – the school will carry out a LIA prior to obtaining the data and it will be recorded in a physical copy in compliance with the GDPR and the DPA 2018.

Photos used in identity management

These are likely to be essential for performing the public task of the school, but they will be deleted once the child is no longer in attendance – as they are no longer needed for the purpose for which they were held.

Photos used for marketing purposes

Photographs will not be used for marketing purposes unless the school has specific informed consent for the images and the images are only used in line with the consent provided.

The school will recognise that when images are posted on the school website anyone may view the images, and consequently this may result in a greater risk of misuse of images. The school will therefore give specific consideration to the suitability of images for use on the school's website.

Photographs in the school environment relating to education

These photographs may be essential for performing the public task of the school, but once the pupil has left the school this argument is insufficient. If the school wishes to display the image beyond the pupil's time at the school, we will obtain the pupil's permission. If permission is not granted, the image will be removed.

When gaining consent, including when initially taking the photograph or when the purpose of the image has changed, the pupil, or where appropriate their parents, will be informed of the retention period pertaining to the use of the image. If the image is still on display after the retention period stated in the privacy notice used to gain consent, the school will be in breach of data protection obligations and may be subject to a fine.

Use of a professional photographer

If the school decides to use a professional photographer for official school photos and school events, the headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos and/or photographs.
- Not allow unsupervised access to pupils or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- Ensure that the photographer will comply with the requirements set out in the GDPR and the DPA 2018.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images and/or videos are not used for anything other than the purpose indicated by the school.

Monitoring and review

This policy will be reviewed on an annual basis or where legislation changes by the headteacher and the DPO. The next scheduled review date for this policy is Summer 2027.

Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

Record of review/amendment

Review Date:	September 2023	Page No (Other info):	2
Original:	DfE (2022) Keeping children safe in education		
Amendment:	DfE (2023) Keeping children safe in education - reviewed in line with KCSiE 2023 update		

Review Date:	September 2024	Page No (Other info):	2
Original:	DfE (2023) Keeping children safe in education		
Amendment:	DfE (2024) Keeping children safe in education – reviewed in line with KCSiE 2024 update Additional legislation and school policy references added		
Review Date:	September 2024	Page No (Other info):	3
Amendment	Under definitions clarification on terms under ‘personal electronic devices’ Consent collection amended to ‘on an annual basis’. Updated photography consent form added at appendix 2		
Review Date:	September 2024	Page No (Other info):	6
Amendment	Section added on use of electronic devices		

Review Date:	June 2026	Page No (Other info):	2
Original:	Legal Framework		
Amendment:	Addition of DfE ‘Data protection in schools’		
Review Date:	June 2026	Page No (Other info):	5
Original:	New section added		
Amendment:	Lawful bases for taking, using and sharing images		

Review Date:	June 2026	Page No (Other info):	10
Original:	Paragraphs added		
Amendment:	How school uses images and sharing images on social media platforms.		

Staff Agreement

(signed as part of Staff Code of Conduct)

- a) Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited, in accordance with the Kings Mill's Photography Policy.
- b) Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.
- c) The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the DPO, headteacher and a pupil's parents (where appropriate).
- d) Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography Policy.
- e) The headteacher will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.
- f) All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.
- g) Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.
- h) Photographs and footage should be stored securely in accordance with the photography policy and GDPR guidelines.



Kings Mill School
Photography/Video Consent Form
Academic year _____

Appendix 2

This form explains the reasons why and how the school may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

We request the consent of parents on an annual basis to use images and videos of your child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

How do we use photographs or videos taken of your child?

We use images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on the school's website and for other publicity purposes in the local press.

Group and individual photographs are used for internal display, teaching resources, school documents and parent handbooks. The child's first name and class group are displayed, where required, for these photographs.

Photographs of either individuals or group, which are going to be used on the school website will only have a first name of a child used as required.

For any photographs that will be used in publications e.g. the school prospectus or other printed publications a separate consent form stating the exact use of the photograph will be obtained prior to this.

It is common for the school to request the attendance of the local press to take images and videos of school events such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers or on approved websites.

The following organisations may use images of your children:

- Driffeld Wolds Weekly
- Bridlington Free Press
- Riding for the Disabled

Where any organisations other those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

Photographs by parents and other family members are allowed during school events such as school **only when authorised by the Headteacher**, however we request that you do not post any images on social media that include other children. Please note that disruptive behaviour or inappropriate

use/sharing of images captured on school property or using school images may result in a limitation of photographs/video being allowed at events.

The school will always use all children's images in line with UK Data Protection Laws and hold photographs and videos in line with our data retention schedule.

What are the conditions of use?

- This consent form is valid for the current [year/year](#) academic year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails, postal addresses, or telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- 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 pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criterion.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

Name of pupil	
Class	

Please read the following conditions and provide your consent as appropriate by ticking either 'Yes' or 'No'

I provide consent to:	YES	NO
I am happy for the school to take photos of my child for assessment and educational purposes.		
I am happy for the school to take videos of my child for assessment and educational purposes.		

I am happy for photos of my child to be used on the school website.		
I am happy for videos of my child to be used on the school website.		
I am happy for photos of my child to be used on the Class Dojo that can be seen by other parents in the class group.		
I am happy for photos of my child to be used in internal displays.		
I am happy for photos of my child to be used in the local press.		
I am happy for photos of my child to be used on social media, for example Instagram, Twitter outside of Kings Mill School by third party organisations such as Riding for the Disabled, Driffeld Wolds Weekly..		

Refreshing your consent

This form is valid for [the entire academic year, year/year](#) – it will be updated on an [annual](#) basis. Parents are required to fill in a new form for their child [every academic year](#).

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher, kingsmill.specialschool@eastriding.gov.uk. A new form will be supplied to you to amend your consent accordingly.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher at kingsmill.specialschool@eastriding.gov.uk or by phone 01377 253375.

Name of Parent/Guardian _____

Signature _____

Date _____