

Tuesday 1st November 2022

Dear Parents/ Carers,

**RE: Photo & video consent**

We are proud of the many achievements of our students at Woodlands Academy and there are many activities and events for them to get involved in. You will have seen that we often use photos of students on our website, on social media and for promotional content to give people a flavour of school life at Woodlands Academy, to keep the school community informed about what we do and to celebrate achievements. We also sometimes publish photos of students in our school newsletter which is shared on our website. In this digital age, many members of our school community use social media to stay connected with what is happening in school and, for those who don't use social media, the website is an important communication tool which showcases what we do. Photos will also be taken to evidence learning and these may be displayed on class timelines and displays in the corridors.

Under data protection law, we need the consent of parents / carers to use photographs or video images of students in this way usually until students reach the age of 13.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options on the consent form, we will ensure that your child's photo or a video is not used for those purposes if your child can be identified from it. It may be helpful to inform your child if you decide not to give consent for any of the options. In some cases, we may take group photos of students and we may publish a photograph if we are satisfied that individual students cannot be identified from the image. If necessary we may edit the photograph to ensure individual pupils cannot be identified. When publishing photos online or in school, pupils full names will never be shared.

Please note that there are likely to be circumstances when we may use your child's photograph for other purposes connected with the school, where we do not require your consent, because there is another legal reason, which permits us to use photos or images of your child. For example, we keep a copy of the official school photo on our database so that we can correctly identify students. For further information, please see our privacy notice available on our website.

**Your consent will last for the duration of your child's time at Woodlands Academy** but further consent may be requested if photos are requested for other purposes. You can withdraw or change your consent at any time by emailing the school at office@woodlands.ealing.sch.uk. If you withdraw consent for your child's photo being used in any of the ways described on the form, we will stop using it in this way.

**Please complete the [Google form](#) to give us the most up to date information about photo consent. The deadline to complete the form is Friday 11th September.**

Yours sincerely,

Ms Moxom

Assistant Headteacher/ Wellbeing Lead

Woodlands Academy