



St Mary's Catholic Primary School Photography and Video Policy

Reviewed: 26/07/25

Next review: 26/07/28

1. Statement of Intent

St Mary's Primary School uses imagery and videos for various purposes, including educational uses, promotion via social media, and for historical documentation within the school community. We recognize the importance of using these mediums safely under the guidelines of the General Data Protection Regulations (GDPR).

2. Legal Framework

This policy adheres to legislation including:

- The General Data Protection Regulations (GDPR)*
- The Freedom of Information Act 2000*
- The Children Acts 1989 & 2004*
- The Equality Act 2010*

And follows guidance from:

- Information Commissioner's Office (ICO) on GDPR*

3. Definitions

- Personal use: Photos/videos taken by individuals (e.g., parents at school events) for private use.

- Official school use: Photos/videos used for school purposes, stored electronically, and governed by GDPR.

- Media use: Images intended for a wide audience, such as social media and newspapers, fully compliant with GDPR.

- Educational purposes: Images/videos used within the school for learning, displays, and assessments.

4. Roles and Responsibilities

- Headteacher: Ensures photos/videos are stored securely, oversees consent forms, and determines photo policies for events.

- Designated Safeguarding Lead (DSL): Manages photography consents for children looked after (CLA) and handles safeguarding-related photo issues.

- Parents: Provide written consent for photo usage and inform the school of any changes.

- Data Protection Officer (DPO): Ensures GDPR compliance in the handling of photos and videos, conducts audits, and provides related training.

5. Parental Consent

- Consent must be explicitly given and can be withdrawn at any time.

- Parents complete a consent form at the beginning of their child's time at the school, reviewed annually or upon any changes.

6. General Procedures

- Planned use of photography with oversight from the DPO.

- Avoid identifying pupils where possible.

- Use school equipment for capturing images/videos.

7. Additional Safeguarding Procedures

- Special precautions for pupils with higher security risks.
- Collaborative decisions involving the DSL and relevant social workers or carers.

8. School Owned Devices

- Emphasis on using school devices for capturing images.
- Images on personal devices must be transferred to the school server promptly and deleted from personal devices within 7 days.

9. Use of a Professional Photographer

- Guidelines and ID requirements for photographers.
- Clear briefs about permissible content and behavior.

10. Permissible Photography and Videos during School Events

- Guidelines for parents on how to conduct photography during school events, focusing on non-disruptive, respectful recording.

11. Storage and Retention

- Images/videos are not kept longer than necessary and are stored on a memory stick in a secure filing cabinet in the head teacher's locked office and on the staff shared drive, accessible only by DBS-checked teachers.
- GDPR compliance in the deletion and retention of images.

12. Monitoring and Review

- Biennial review of the policy by the headteacher and the DPO.

Appendix: Consent Form

A detailed form for parents to provide consent, outlining the scope and conditions of use, and the process for withdrawing consent.