



Bryn Hafod Primary School

"Working together to be the best that we can"

**Bryn Hafod Primary School
Blagdon Close
Llanrumney
Cardiff
CF3 4HF**

**Telephone: 029 2079 3402
Fax: 029 2036 2112**

Dear Parent/Carer

During the course of your child's time in Bryn Hafod Primary School we may take photographs or video recordings of your child involved in events /activities. These images may be used in the School's prospectus, in other publications, the School's website and project display boards

Occasionally, we may be visited by the media who may take photographs or film footage of a celebration or high profile event. Your child may be visible in these images which may appear in the local and national newspaper or on television news programme.

In order that we can protect your child's interest and to comply with the Data Protection Act 1991 we require your permission before we can take photographs or video recordings.

Name of child	
Name of child's parents / carer	

1	May we use your child's photograph in printed publication or prospectuses that we produce for promotional purposes, or on project display boards	Yes/No
2	May we use your child's image on our website	Yes/No
3	May we record your child's image on video	Yes/No
4	May we allow your child to appear in the media as part of their involvement in an event/activity	Yes/No

As part of the School Photography and Video Recording Policy we request that any person wishing to engage any video recording or photography will not use such imagery inappropriately and will be kept securely and only used for personal use, that is, for family record and will not be published on Facebook, Twitter or any other social network.

If your circumstances change and you need to amend any of the details on this form you must inform the school of changes.

I have read and I have understood the above together with the Conditions of Use and provide my consent.

Parent / Guardian Print Name _____

Parent / Guardian Signature _____

Date: 25th September 2016

Conditions of Use

1. Bryn Hafod School will retain the consent form which is valid for the period that your child attends the school. Your consent will automatically expire after this time.
2. The photographs or video recording will not be re-used after your child leaves the school without further consent being sought.
3. We will not use the personal details or full names (which means first names and surname) of any child or adult in a photographic image, or video, on our website, in the school prospectus or in any other printed publication.
4. We will not include personal e-mail or postal address or telephone or fax numbers on video, on our website, in our school prospectuses or in the printed publications.
5. If we use photographs of individual pupils we will not use the full name of that child in an accompanying text or caption.
6. If we use the full name of the pupil in text, we will not use a photograph of that child to accompany the article.
7. We may use group or class photographs or footage with very general labels, such as a science lesson.
8. We will use appropriate images of pupils who are suitably dressed.
9. Parents/ Carers should note the website can be viewed throughout the world and not just in the United Kingdom. Where UK laws apply

Notes on use of Images by the Media

If you give permission for your child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story
- It is likely that they will wish to publish the child's name, age, and the school name in the caption for the picture (possible exceptions to this are large groups or team photographs). You would be informed if this was to take place.
- It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.