



# Holy Cross

CATHOLIC HIGH SCHOOL

## Media Use Policy

Occasionally we may take photographs of the children at our school. These images may be used in our school prospectus, in other printed publications that we produce, on our school website, or on project display boards in school. We may also make video recordings for school-to-school conferences, monitoring or other educational use.

Occasionally our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes. **See Conditions of use for more information on use of images by the media.**

In order that we can protect your child's interests and to comply with the Data Protection Act 1998, **please read the Conditions of Use before signing and dating the data collection form.**

### **CONDITIONS OF USE**

1. This form is valid for the period of time your child attends this school. Your consent will automatically expire after this time.
2. The school will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
3. The school will not include personal email or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in any of our other printed publications.
4. If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.
5. If we use the full name of a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as "a science lesson".
7. We will only use images of pupils who are suitably dressed.
8. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

## **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 group or team photographs).
- 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.