CANBURY SCHOOL

TAKING, STORING AND USING IMAGES OF STUDENTS POLICY

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Policy Owner: L Anindita-Beckman

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Introduction

This Policy is intended to provide information to students and their parents, carers or guardians (referred to in this policy as "parents") about how images of students are normally used by Canbury School ("the school"). It also covers the school's approach to using cameras and filming equipment at school events and on school premises by parents, students, and the media.

It applies in addition to the school's terms and conditions and any other information the school may provide about a particular use of student images and more general information about the use of students' personal data, e.g. the school's Data Protection Policy and Privacy Notices.

Certain uses of images are necessary for the ordinary running of the school; other uses are in the legitimate interests of the school and its community and are unlikely to cause any negative impact on children. The school is entitled lawfully to process such images and make decisions about how to use them, subject to any reasonable objections raised.

Parents who accept a place for their child at the school are invited to agree to the school using images of him/her as set out in this policy via the form attached to the school's terms and conditions and/or from time to time if a particular use of the student's image is requested. We hope parents will feel able to support the school in using student images to celebrate students' achievements, promote the school's work, and for critical administrative purposes such as identification and security.

Any parent or eligible student who wishes to exercise their statutory right to object, restrict processing, or request the absolute erasure of digital or physical images must submit their request directly to the school's Data ProtectionOfficer or reception@canburyschool.co.uk or via letter to DPO (Data Protection Officer), Canbury School, Kingston Hill, KT2 7LN. This direct communication channel ensures that data modification requests are assessed, logged on our central identity matrices, and executed across all school publications and public facing channels within the legally mandated statutory window.

The school executes all image processing changes and parental restrictions in absolute compliance with Section 164A of the Data Protection Act 2018. Any formal complaint or expression of dissent regarding the collection, storage, or digital publication of student images will be managed through the school's adapted data subject complaints pipeline. The school will formally acknowledge receipt of the dispute within 30 days, activate an immediate internal compliance investigation without undue delay, and communicate the explicit operational outcome and remediation steps promptly to the data subject or parent.

From the age of 13 and upwards, parents should be aware that the law recognises students' own rights to have a say in how their personal information is used – including images.

Use of Student Images in School Publications

Prior to the publication or distribution of any internal display, marketing brochure, website update, or social media post, the Head and DSL must cross-reference all student imagery against a live, internal data exclusion list maintained by the Designated Safeguarding Lead (DSL). The school enforces an absolute, proactive publication ban on images of Looked After Children (LAC), care

leavers, or any student subject to a Multi-Agency Safety Plan where public or digital visibility could compromise personal safety, witness protection parameters, or court-ordered anonymity. Safeguarding overrides take absolute precedence over parental opt-in settings.

- on internal displays (including clips of moving images) on digital and conventional notice boards within the school premises;

- in communications with the school community (parents, students, staff, Governors and alumni), including by email, on the school intranet and by post;

- On the school's website and, where appropriate, via the school's social media channels, e.g. Twitter, Instagram and Facebook. The student's full name would not normally accompany such images without permission, and

- In other external advertisements for the school. Such external advertising would not usually include students' names.

- The source of these images is predominantly the school's professional photographer for marketing and promotional purposes or staff/students in relation to school events, sports or trips. The school will only use images of students in suitable dress.

Use of Student Images for Identification and Security

All students are photographed at yearly intervals for the purposes of internal identification. These photographs identify the student by name, year group, house and form/tutor group.

Use of Student Images in the Media

Where practicable, the school will always notify parents in advance when the media is expected to attend an event or school activity in which school students are participating and will make every effort to ensure that any student whose parent or carer has refused permission for images of that student to be made in these circumstances is not photographed or filmed by the media.

The media normally asks for the names of the relevant students to go alongside the images. These will be provided where parents have been informed about the media's visit, and either parent or student has consented as appropriate.

Security of Student Images

Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The school uses only reputable professional photographers and makes every effort to ensure that any images of students are held by them securely, responsibly and in accordance with the school's instructions.

The school takes appropriate technical and organisational security measures to ensure that images of students held by the school are kept securely and protected from loss or misuse, and in particular, will take reasonable steps to ensure that members of staff only have access to images of students held by the school where it is necessary for them to do so.

Classroom cameras must not be utilised to broadcast lessons or facilitate remote connectivity without explicit prior authorisation from the Designated Safeguarding Lead (DSL), and any captures are strictly limited to the teacher and the smart board.

All staff are given guidance on the school's Policy on Taking, Storing and Using Images of students and on the importance of ensuring that images of students are made and used responsibly, only for school purposes, and in accordance with the school's policies and the law.

Use of Cameras and Filming Equipment (including mobile phones) by Parents

Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and, where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:

- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others.
- In particular, flash photography can disturb others in the audience or even cause distress for those with medical conditions; the school therefore asks that it not be used at indoor events.
- Parents are asked not to take photographs or videos of other students, except incidentally as part of a group shot, without the prior agreement of that student's parents.
- Parents are reminded that images and videos are for personal use only. Images and videos which may identify other students, staff, visitors, and other parents should not be made accessible to others via the internet (for example, on Facebook) or published in any other way.
- Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where copyright issues apply.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset students.

The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or, more generally) from any parent who does not follow these guidelines or is otherwise reasonably felt to be making inappropriate images.

The school may record the school play professionally (or engage a professional photographer or film company to do so), in which case copies of the recording may be made available to parents for purchase. Parents of students participating in such plays will be consulted if recordings are intended to be made available.

Use of Cameras and Filming Equipment by Students

All students are 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.

In strict alignment with the school's Behaviour Policy, Canbury School operates as a mobile phone-free environment by default across the entire of the school day. Students are strictly prohibited from carrying mobile phones outside locked Yondr pouches on school premises during standard hours, including the start of the day, end of the day, break times, lunch time, and lesson transitions. Authorised digital captures for creative or curricular purposes may only be executed using school-owned Chromebooks or hardware under the direct supervision of a staff member. Under no circumstances may any device capture images in toilets, washing facilities, changing zones, or during remote learning sessions.

The misuse of cameras or filming equipment in a way that breaches this Policy, the school's Anti-Bullying Policy, Data Protection Policy for students, Parents and Carers, Online safety policy, or the School Rules is always taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

Related Policies And Procedures

This policy should be read alongside Canbury School's policies and procedures, including:

- Safeguarding Policy;
- Online Safety Policy;
- Staff Code of Conduct.