



Guidance on Photography and Recording, Storing and Processing Images of RGS Students

<i>Date of last review</i>	
<i>Senior Leadership Team member accountable for review</i>	<i>DCB</i>

Guidance on Photography and Recording, Storing and Processing Images of RGS Students

- By ticking the “Photographic or recording of images at the Royal Grammar School” box on the **RGSHW** Admission Form parents/guardians are consenting to the School obtaining and using in compliance with GDPR and data protection legislation from time to time photographs and images of their son for:
 - i) Use in the School’s promotional material such as the prospectus, website or social media such as twitter.
 - ii) Press and media purposes.
 - iii) Educational purposes as part of the curriculum or co-curricular activities.
 - iv) Any other legitimate purpose in accordance with School business
- If parents/guardians do not wish for their son’s photograph or image to appear in any of the School’s promotional material they must make sure that their son knows this and should **not** tick the “Photographic or recording of images at the Royal Grammar School” box on the **RGSHW** Admission Form.
- Photographs with names directly identifying the student will not be published by the school without the express permission of the appropriate individual.

Further Guidance on Photographing or other image recording at school events

- Parents, relatives, friends and guardians must follow specific guidance from staff as to when photography or recording images is permitted. There may be a very valid reason why it is not permissible to record images.
- Students, parents, relatives and guardians should be aware that where photographs or images are taken by family members or friends for personal use, the data protection act does not apply, e.g. where a parent takes a photograph of their child at a hockey match. Although consent is not required for personal use, parents or family members must seek permission from the school to record any event for commercial or publicity purposes, or indeed to share this on any social media network. Recording or photographing other than for your own private use requires the prior written consent of all other parents whose children may be included in the images.
- Pupils should never be photographed or images recorded of students changing for a performance, match or event.
- If you are accompanied or represented by someone the school staff do not recognise please do not be offended if they check to find out who they are and what they are doing in accordance with standard safeguarding practices.
- All of the guidance and information on photography and recording images of students also applies to the students, parents, relatives, guardians and staff who live/work in Fraser Youens House.

CCTV:

- The school uses CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there is clear signage indicating where it is in operation.
- CCTV is operated in accordance with GDPR and data protection legislation.
- You are referred to the terms of our Privacy Notice for Pupils and Parents, which forms part of the RGSHW Admission Form.

Student’s Recording images of one another:

- It is an expectation of the school that students will only record images for educational purposes with the express permission of staff and that these images will be deleted after use.
- If it is found that cameras, phones or iPads have been misused, the school will follow its usual disciplinary procedures.
- Students should not record images of staff.