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## King's Academy College Park

A King's Group Academy

Headteacher: Mrs R Carlyle

Friday 28th April 2023

### **Media permissions - Action required**

Dear Parent/Carers,

Following on from the filming events in school this week, we have decided to request new media permissions for all children. We have updated our form with questions that are clear and concise, meaning we can ensure that all children are included, where permitted, in the range of events we host throughout the year.

To comply with the General Data Protection Regulation 2018, we need your permission before we can photograph or take video recordings of your child. We also have to request permission to share these images/video recordings for any purpose.

The King's Group Academies Multi Academy Trust also have their own newsletter and social media accounts and for us to be able to share images/recordings of our children with them, we need your consent.

Please indicate clearly, using the link below, the consent you give for us to take images/video recordings of your child and how you permit us to use them. We will use these permissions for as long as your child is with us here at King's Academy College Park.

[https://docs.google.com/forms/d/e/1FAIpQLSfeXgW4xoSdnLkSpKZKk8GDwfpfwxONsiA3logWoFf\\_UKYFA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfeXgW4xoSdnLkSpKZKk8GDwfpfwxONsiA3logWoFf_UKYFA/viewform?usp=sf_link)

You can amend these permissions at any time, please request this in writing by email or letter.

Kind regards

Mrs Carlyle  
Headteacher

## Conditions of use

1. This form is valid for the period of time your child attends King's Academy College Park. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website or in any of our other printed publications. We may include the first name and surname initial of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone numbers in images or video, on our website, or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn at any time in writing.
10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
11. We may retain images or video for the school's historical archives, we will always seek written permission from a child's parent with full and transparent reasons to support the request.
12. After a cohort leaves the school we will archive students' work for a period of one year. This will be stored securely and hidden from open view on the school network. Parents of students can request evidence of a students' work for up to one year after that child's cohort has left the school by submitting a Subject Access Request (SAR) via our Data Protection Lead. After the archive year has passed students' work will be completely removed from the school network and become unrecoverable.

Please note that the press have some exemptions from Data Protection legislation and may want to include the names and personal details of children and adults in the media.