

## Appendix 12 - Consent for use of Workforce Images

For details on how we process your personal data, please see our Privacy Notice.

There are occasions we use photos or videos of staff. This can be to fulfil a statutory obligation, or it can be to supplement the service the school provides.

### Safeguarding Leads

If you are one of the nominated Safeguarding Leads, we have a statutory obligation to display your name and photo in public areas around the school.

### ID Badges

As part of your contract, and in accordance with safeguarding legislation, you are obligated to display your photo ID badge at all times whilst in work. This is for the safety and security of the school and everyone in it.

### Who's Who Display Board

We have a public display board showing the names and photos of all school workforce. This is to show visitors to the school who they are likely to see, as well as allows the pupils to get to know your names and faces. If you have concerns about your photo being on public display in this matter, please discuss this with the **Business Manager**.

### Recording of lessons

Videos may be taken of lessons to support staff development, which may be seen by other staff in the school for training purposes.

### Promotional materials

If you agree, we like to use images or videos of our workforce to promote the school. This can be in school, in newsletters, in the prospectus, on our website, on social media, or in local public media. If you are happy to be included in such promotional materials, please complete the consent form below.

Please be aware you may withdraw your consent at any time and if you wish to do so, please contact the school's Business Manager. If you have any queries regarding consent, please contact either the school's **Business Manager** or the school's Data Protection Officer: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk)



Your name	
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I give consent:	YES I consent	NO I do not consent
For my photo to be used <b>in the school</b> on activity boards, screens, reception area for promotional purposes.		
For my images or video footage <b>to be used on the school website</b> for publicity purposes: <b>(INSERT WEB ADDRESS)</b>		
For my images or footage to be used on <b>social media: (INSERT WHICH FORMS OF SOCIAL MEDIA).</b> <i>Note: our social media accounts are <b>public / closed</b> groups.</i>		
For my images or video footage <b>to be used in printed materials</b> such as the school newsletter or the school prospectus.		
For my images or video footage to be used in the <b>media (local / national press).</b>		
Signed		Date