



Holly Lodge



A Specialist 11- 19 Science College
Holly Lane, Smethwick, West Midlands, B67 7JG
Tel.: 0121 558 0691 Fax: 0121 558 6136 Email: info@holly-lodge.org
Website: www.holly-lodge.org
Headteacher: Ahson Mohammed BEd (Hons)

Science

Dear Parent/Carer,

From time to time we use photographs or film to record images of students. We may use these images in our publicity or the school prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school – to school conferences, monitoring or other educational use.

The school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

To comply with the Data Protection Act 1998, your consent is sought before we can photograph or make any recordings of your child.

Conditions of school use:

1. This agreement is valid for five years from the date you sign it, or for the period of time your child attends Holly Lodge. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement in writing at any time.
2. We, the school will not use the personal details or full names (which means first name and surname) of any child in a photographic image or video, or our website, in our school prospectus or in any other printed publication.
3. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
4. We will only use images of students who are suitably dressed, to reduce the risk of such images used inappropriately.
5. As the child's parent/carer, we agree that if we take photographs or video recordings of our children which include other students, we will use these for personal and family use only. I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we use our recording for any wider purpose.

Please note that websites can be viewed throughout the world and not just the United Kingdom where UK law applies.

If you have read, understood and agree to the conditions, please tick the checklist.

Yours sincerely

A Mohammed
Headteacher

A Foundation Trust School, Supported by the Smethwick Health and Wellbeing Education Trust



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IN PEOPLE