

10.12.08

Dear Parents and Carers

Photographing and Videoing School Productions

The issue of whether to allow parents to photograph/video school events such as the Christmas performance and sharing assemblies has been discussed by the Governing Body. As you know, up until now you have been permitted to take photographs for your own use but not to make video recordings. Having taken advice we have decided to change our policy to make sure that we comply with the following regulations:

'Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video for their own private use. The Act does **not**, therefore, stop parents from taking photographs or making video recordings at school events such as school productions and assemblies. (Video recordings and photographs includes those taken by use of a mobile phone)

Parents are not permitted, however, to take photographs or make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event or sending them to a TV company). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached. Parents should be expected to agree in writing that when photographing/videoing school events they will comply with the above.'

This means that at Hatton Park School **from Monday 15th December 2008** parents and carers will be permitted to take photographs and make video recordings at most school productions to which they have been invited, unless otherwise advised. This includes sharing assemblies, performances and sports days. Parents/ carers will be asked to sign a declaration sheet stating that they agree to keep the photographs or video for their own use and **not** pass copies on to third parties including television companies. They will then be issued with a sticker that will enable them to take photographs/ make a recording at **that** event. Anyone who is taking photographs or making a recording and not wearing a sticker will be challenged by school staff. The list of names will then be kept on the premises as a record of the event.

Thank you for your co-operation in this matter.

Yours sincerely

S. J. P. Heath
Head Teacher