



Mayesbrook Park School

Alternative Provision for young people in Barking and Dagenham

PHOTOGRAPHY POLICY

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Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

PHOTOGRAPHY POLICY

Version:	1	
Approving Committee:	Governing Body and Staffing Committee	
Date Ratified:		
Reference Number:		
Name/Department of Originator/ Author:	Yvonne Rogers Data Protection Officer	
Name/Title of Responsible/ Committee/Individual:	Cathy Stygal (Headteacher and Robert Turner (Chair)	
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Target Audience:	Staff/Governors/Parents/Visitors	
Version	Date	Control Reason
Version 1	01/08/2025	New Policy

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1. INTRODUCTION

This policy outlines the use of photography within the school setting. It provides clear guidance on when and how photographs may be taken, stored, and shared ensuring compliance with data protection laws, safeguarding requirements, and best practices.

It applies to all students, staff, parents, visitors and contractors involved in school-related photography.

2. PURPOSE

The purpose of this policy is to:

- Clarify the legal basis under which the school uses photography (primarily public task)
- Protect the privacy rights of students and staff.
- Set out how photographs may be used for educational, promotional and administrative purposes.
- Promote transparency and accountability in the School's photography practices.

The School's use of photographs or images is governed the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and associated guidance. For most educational activities, the lawful basis is public task, as photography is necessary for the School's official functions. Where this does not apply, such as for optional promotional use, consent may be sought.

3. LAWFUL BASIS

The School's use of photography will be considered under the lawful basis public task where the taking and use of images are necessary for the fulfilment of the school's educational or administrative duties, such as:

- Candid photos during school events (assemblies, sports, plays)
- Photos or videos for school brochures, websites, promotional materials
- Classroom or educational activities (for internal use or presentations)
- Group photos (class photos, team photos, etc.)

The School does not rely on specific consent from individuals, as long as the photographs are taken and used in accordance with the school's educational mission and responsibilities.

In cases where photography is not strictly necessary for the school's tasks, such as, marketing materials distributed externally or featuring individual students prominently, specific, informed consent will be sought from parents or carers in advance where necessary.

4. SCOPE

Photographs may be taken during the following school activities:

- **Internal Use:**
Photos or videos taken for internal educational purposes (e.g., classroom activities) will only be shared with students, parents, and staff.
- **Public Use:**
Photos or videos used for public purposes (e.g., school website, social media) will include minimal identifying information (e.g., first name only or no name at all). In the case of group photos or event highlights, students will not be singled out without explicit prior consent. Geotagging will be disabled where possible.
Parental photography at school events is generally permitted for personal use only. Parents are reminded not to share images of other children on social media without permission.
- **Media Outlets:**
If a student is featured in a story that is being covered by external media (television, news websites, newspapers etc.), the school will seek parental permission before allowing the student to be interviewed or photographed, unless the student is part of a public event or gathering.

5. GUIDELINES FOR PHOTOGRAPHY

- **Staff Responsibility:** Only authorised personnel may take photographs during school events. They must ensure that photos are taken respectfully and within the context of the school's educational purposes.
- **Privacy and Dignity:** Photos must not capture students in compromising or private situations. Images should reflect the dignity of all students and staff.
- **Sensitive Issues:** Where certain groups of students may be vulnerable (e.g., students with special educational needs or safeguarding concerns), additional considerations should be taken before taking or using photos.
- **Use of Personal Devices:** Staff must not use personal phones or cameras to take photographs of students unless specifically authorised and in accordance with the School's data protection and safeguarding policies.

6. STORAGE AND SECURITY

All photographs taken by the school will be securely stored in compliance with GDPR and school data protection policies. Access to photographs will be restricted to authorised school staff only.

- **Digital Images:** Stored in encrypted folders or systems managed by the School or its authorised providers.
- **Physical Images:** Stored in a secure location within the school premises.
- **Retention Period:** Photographs will be kept for a period deemed necessary for educational or archival purposes and disposed of securely once no longer required. For example, most classroom activity images will be retained for one academic year, while archival material (e.g. year group photos) may be kept for longer.

7. OPTING OUT PROCESS

While the School generally processes images under the lawful basis of public task, parents/carers may request that their child is excluded from photography in certain contexts (e.g., website or social media).

Requests to opt out should be submitted in writing to the School Office. The School will maintain a register of students who are not to be photographed or whose images must not be shared publicly. This register will be made available to relevant staff and event organisers and reviewed regularly.

8. EXTERNAL MEDIA AND VISITORS

If external media or photographers are invited to the school for an event, parents and guardians will be notified in advance, and the school will obtain permission where necessary. Visitors may be asked to sign an agreement that outlines the permissible uses of photographs and videos.

9. POLICY REVIEW

The DPO is responsible for monitoring and reviewing this policy. Although this policy is reviewed every three years, changes to legislation, national guidance, codes of practice or advice from the Information Commissioner advice may trigger interim reviews. The DPO will highlight any significant legislative developments that may require earlier action or updates to this Policy.

10. LINKS WITH OTHER POLICIES

This Information Sharing policy is linked to the School:

- Data Protection Policy
- Security Incident and Data Breach Policy
- CCTV Policy
- Information Security Policy
- Safeguarding and Child Protection Policy
- UK GDPR Privacy Notices

The Information Commissioner also provides a free helpdesk that can be used by anyone and a website containing a large range of resources and guidance on all aspects of Information Law for use by organisations and the public. See www.ico.org.uk