Dear Parent / Carer

November 2019

During your child’s life with Berkeley Guardians, we may like to take photographs/filming of activities that involve your child. The photographs/filming may be used for displays, publications, our website and other networking sites for educational purposes.

Photography or filming will only take place with the permission of the Directors, and under appropriate supervision. When filming or photography is carried out children will only be named if there is a particular reason to do so (e.g. if they have won a prize) and no other personal data would be given out.

If you attend any of Berkeley Guardian functions, we strongly advise against the use of personal photography/filming to avoid any potential conflict of interest where a consent has not been given for a child’s image to have been taken.

You can ask to see images/recordings of your child held by Berkeley Guardians.

Conditions of Use

1. This form is valid for the period of time your child is in the care of Berkeley Guardians, the consent will automatically expire after this time. Images may be retained by Berkeley Guardians beyond this time only for the purpose of a historical record for specific Berkeley Guardians activities.
2. Children will be made aware of why their pictures/film are being taken and how they will be used.
3. If an image/film of a child is used, the child’s name may be published. If you do not wish to consent to this please put this in writing and send to **Miss Clark and Mrs Pickles (Directors) at** **support@berkeleyguardians.com**
4. We will not include personal data other than name on our website, in our newsletter, in our office, prospectus, in other printed publications or other platforms.
5. We may include pictures of children and members of Berkeley Guardians that have been drawn by your child.
6. We may use group photographs or footage with very general labels such as a ‘Arrival to the UK’ or a ‘Football match’ or a ‘Theatre trip’.
7. We will only use images/film of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. If it is found that a camera or electronic device has been misused, Berkeley Guardians will follow the procedures laid down in the Behaviour Policy.

Please note:

* The press are exempt from the General Data Protection Regulation and may want to include the names and personal details of children and adults in the media.
* There may be circumstances, falling outside the normal day to day activities of Berkeley Guardians, in which pictures of children are requested. Berkeley Guardians recognises that in such circumstances, specific consent from the parent/carer will be required before photography or filming of children can be permitted. If you have any concerns or queries regarding this then please contact Mis Clark or Mrs Pickles.

Yours sincerely,

Miss Clark Mrs Pickles

 

**Consent**

To comply with the General Data Protection Regulation (GDPR), we would like to obtain your permission before we take any images/recording of your child. This permission will last for the whole of your child’s time whilst in the care of Berkeley Guardians. Please sign and date the permission slip below and if your child is fourteen or over then they will need to sign the consent form as well.

**You have the right to withdraw or change your consent at any time and should advise us in writing if you wish to do so.**

I consent to photographs or filming of my child to be used as outlined. This form should be returned to Miss Clark or Mrs Pickles at Berkeley Guardians

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Boarding School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent / Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Parent / Carer 

Signed Student (if 14 years or over) 

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_