

PHOTOGRAPHY, FILMING AND RECORDING OF STUDENTS POLICY

Help for non-English speakers

If you need help to understand this information, please visit the Student Support Centre on the first floor of the Student Centre. You can also contact the Student Support Centre on 01223 337777 or email student.support@cam.ac.uk.
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- Keysborough Secondary College can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year Keysborough Secondary College will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official College photographs may be:

- purchased by parents/guardians
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Keysborough Secondary College will notify parents/guardians in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/guardians who choose to opt-out of having their child participate in official school photographs must out at
Keysborough Secondary College in writing to the Principal, Keysborough Secondary College, 1111

Students will only be photographed, filmed or recorded by the media at Keysborough Secondary College if express consent is provided for that specific media event. Neither the College nor DET own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Keysborough Secondary College will:

- provide parents / guardians with information about the event or activity, the organisation involved and when the p (n a)2 Tcn(o)-4.2 (o)gV(8)-16949830 (T)(6)Tj3)06.11(y)-5.22902f(22)(t)-1 2pCm2-f)220k3u(t)6p09

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on the College website
- Available on the Staff and Student Intranet and Compass
- Included in induction processes for relevant staff
- Included in our Staff Handbook
- Made available in enrolment information packs
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Person Responsible for Policy Development	Accountabilities Assistant Principal
Approved by	College Principal
Next scheduled review date	December 2026