

April 2015

Dear Parent/Carer

## The use of Photographic Images of Children

We occasionally take photographs of the students either at the College or when they are involved in organised activities and trips away from the College site. We may use the pictures in College publications, such as the prospectus, and on our website as well as photographs for displays around the College or make video recordings as part of coursework and for use within the College.

The College may be visited by the news media (usually local newspapers) to take photographs or film an event at the College. Students will often appear in these images, which can be published in local newspapers or even broadcast on television.

We trust you understand these photographs and recordings are taken in accordance with the College's Guidelines on Photography, which can be found on our website.

To comply with the Data Protection Act 1998, we will assume that consent has been given, which will remain valid throughout your child's time at the College to photograph or make any recordings of your child. If permission is not granted, this can be expressed either by ticking the 'opt-out' box on Schoolbase or by notifying us in writing.

Please do not hesitate to contact the College should you wish to discuss this matter further.

Yours sincerely

Paul Hughes  
Principal