Lufton College

Photography, Video and Media Consent Form

About this form

At Lufton College, we regularly take photographs and videos of students participating in college life, activities, events, trips and achievements.

We may wish to use these photographs and videos to help promote and celebrate the work of the College and the achievements of our students. This may include use on our College website, social media and printed promotional materials.

We want to make sure that students and their families understand how photographs and videos may be used and have the opportunity to make an informed choice.

Please read the information below and indicate your preferences by ticking the relevant boxes.

Student details

Student name: _____

Date of birth: _____

Parent/Carer name: _____

Relationship to student: _____

How photographs and videos may be used

Please indicate whether you give permission for Lufton College to use photographs and/or videos of the above-named student for the purposes described below.

1. Photography and video at college events and activities

I give permission for the student to be photographed or filmed by authorised members of Lufton College staff, or by authorised photographers/videographers acting on behalf of the College, during college activities, events, trips, celebrations and other College-related activities.

☐ **Yes**
☐ **No**

2. Lufton College website

I give permission for photographs and/or videos of the student to be used on the official Lufton College website, including pages describing college life, activities, events, student achievements and the provision offered by the College.

☐ **Yes**
☐ **No**

3. Lufton College social media

I give permission for photographs and/or videos of the student to be used on Lufton College's official social media channels, including Facebook and any other official social media channels operated by the College.

☐ **Yes**
☐ **No**

4. College promotional materials

I give permission for photographs and/or videos of the student to be used in printed or digital promotional materials produced by or on behalf of Lufton College. This may include:

- prospectuses and brochures;
- information packs;
- newsletters;
- advertisements;
- presentations;
- promotional displays;
- banners and signage;
- exhibition and recruitment materials;
- open-day and promotional-event materials;
- other materials used to promote the College and its provision.

☐ **Yes**
☐ **No**

5. External media

I give permission for photographs and/or videos of the student to be shared with or used by external media organisations, where appropriate, for positive stories about Lufton College, its students, activities or achievements.

This may include local or national newspapers, magazines, television, radio, online publications or other recognised media organisations.

Where practicable, the College will inform me when external media involvement is planned. This permission does not guarantee that a student will be featured in external media.

☐ **Yes**
☐ **No**

Use of the student's name

Please indicate your preference regarding whether the student's name may be used alongside a photograph or video.

☐ **I am happy for the student's first name to be used alongside photographs/videos where appropriate.**

☐ **I do not want the student's name to be used alongside photographs/videos.**

The College will not normally publish a student's full name alongside an image unless there is a specific reason to do so and this has been separately agreed.

Important information

I understand that:

- Photographs and videos may show the student participating in normal college activities, educational activities, trips, celebrations, sporting activities, performances, community activities and other aspects of college life.
- Images may include other students and staff.
- The College will take reasonable steps to ensure that photographs and videos are used appropriately and in a way that respects the dignity and privacy of students.
- Where images are used on public-facing platforms such as the College website or social media, they may potentially be viewed, copied or shared by people outside the College.
- Where photographs or videos are used in printed materials such as banners, brochures or prospectuses, it may not be possible to retrieve or destroy every copy once it has been distributed.
- Permission does not mean that the College will necessarily use photographs or videos of the student. It allows the College to do so for the purposes selected above.
- The College may use photographs and videos taken under this consent for the selected purposes throughout the student's time at Lufton College, unless consent is withdrawn or the College otherwise determines that it is no longer appropriate to use the material.
- I can change my preferences or withdraw consent by contacting the College using the contact details provided below. Withdrawal of consent will not affect the lawfulness of any use that took place before consent was withdrawn.

Student views and capacity

Lufton College recognises that students should be involved in decisions about the use of their photographs and videos wherever they are able to understand and express a view.

Where appropriate, the College will discuss photography and media consent with the student and take their wishes and level of understanding into account.

If the student is able to understand the nature and implications of this consent, their own views will be considered alongside the consent provided by their parent/carer.

Where a student is not able to provide informed consent themselves, the College will seek appropriate consent from a person with parental responsibility, taking the student's best interests into account.

Withdrawal or change of consent

I understand that I can change my preferences or withdraw consent at any time by contacting:

Lufton College
Email: Rachel.Mcginley@cambiangroup.com

Telephone: 01935 403120

I understand that withdrawal of consent will apply to future use and that it may not be possible to remove material that has already been printed, distributed or published before the withdrawal was received.

Parent/Carer declaration

I confirm that:

- I have read and understood this form.
- I have parental responsibility for the student named above, or I am otherwise authorised to provide this consent.
- I have had the opportunity to ask questions about how photographs and videos may be used.
- I understand that I can choose which uses I consent to and which I do not.
- I understand how to withdraw or change my consent.
- I understand that giving or refusing consent will not affect the student's education, care or access to College provision.

Parent/Carer name: _____

Signature: _____

Date: _____

Student declaration – where appropriate

I have had the opportunity to discuss the use of my photographs and videos and, to the best of my understanding, I am happy with the permissions indicated above.

Student name: _____

Signature: _____

Date: _____