

**Nicola Davies** – Executive Headteacher  
**Emma Severn** – Head of School

t: (01623) 455920  
e: [office@suttonroad.org](mailto:office@suttonroad.org)  
w: [www.suttonroad.org](http://www.suttonroad.org)



**Sutton Road Primary  
School and Nursery**

Mansfield  
Nottinghamshire  
NG18 5SF

Dear Parent/Carer

### Taking Photos

School years fly by so quickly, and a lot can happen from one year to the next. Taking images of children during lessons, events and activities helps to capture those precious memories, both for you and for us to be able to showcase the work we do in our school.

To ensure that our data protection processes are compliant and efficient, we are following the latest advice provided by the [ICO Taking Photos - Advice for Schools](#). Our Data Protection Officer at Transform Trust, who we officially joined on the 1<sup>st</sup> of August, has determined that our *valid reason, or lawful basis, for taking and using your child's image is part of our Public Task (Article 6 e) UK GDPR* as we believe this allows us to balance everyone's interests to achieve the fairest outcome.

Identified below are the main activities where we may take and use your child's image. We will aim to keep you informed of when activities are coming up throughout the year and use this as a reminder that your child's image may be taken and used during and after this event.

However, we are aware that there may be reasons why you would not want your child's image to be used, for safeguarding purposes for example. If you wish to opt-out of photo consent, you will need to inform the school in writing by emailing [office@suttonroad.org](mailto:office@suttonroad.org) By offering the option to opt-out doesn't mean we are relying on consent as a lawful basis under data protection law.

Parents/carers can take photographs and video recordings for personal use, such as for a family album. However, we may decide it isn't always appropriate to allow photographs and where there is the case, we will let you know. For example, taking photos during a performance may distract the children and therefore the performance. We would also ask you not to post any images on social media of other people's children.



Below are the activities where we make take and use your child's image, either photo or video format:

- School Photographer
- School Website
- School Newsletters
- School Trips and Residential
- School Performances and Activities
- School Sports Day
- School Displays
- School Social Media – X, Facebook
- Local Media – Newspapers, TV News
- Parent/Teacher Associations or Parents Forums
- School Prospectus and other School Marketing
- School Fundraising Activities or Charity Events
- School Productions – CDs (not for profit)
- Transform Trust Events – Children's Parliament, Fun Runs, Sports activities, Children's Awards
- Transform Trust Newsletters
- Transform Trust Website

Should your child leave the school, we may retain your child's image for continued use in any of the above for a period of no longer than 12 months.

If you have any questions or wish to discuss the above, please contact the School Office.

Kind regards

Mrs Severn  
**Head of School**

Mrs Davies  
**Executive Headteacher**

