



Lodge Farm Primary School  
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**“Learning in mind, community at heart”**

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[www.lodgefarm.herts.sch.uk](http://www.lodgefarm.herts.sch.uk)

Headteacher: Helen Turner

Dear Parent/Carer,

At Lodge Farm School we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website, and on display boards around school. We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

**Why are we asking for your consent?**

You may be aware that there were new data protection rules which came in from 25th May 2018. To ensure we are meeting these requirements, we need to your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others.

**Conditions of use:**

1. The consent is valid for the period of time your child attends this school or for the life of the document (school prospectus). Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.*

Please complete the relevant boxes giving/not giving your consent when completing the On -Line Pupil Collection Form.

If you have any queries or concerns please contact the school office, or email – [admin@lodgefarm.herts.sch.uk](mailto:admin@lodgefarm.herts.sch.uk).

Kind Regards,

Miss Turner  
Head Teacher