

**Royal Borough of Windsor and Maidenhead**  
**Education Department**

**STANDARD PHOTOGRAPHY, VIDEO AND VOICE CONSENT FORM 2014/15**

Data protection act 1998

The Education Department confirms that it shall only use photographic images of young people in line with its Code of Practice and in Order to demonstrate or promote activities relating to the Service's curricula provision.

A copy of the Code of Practice can be obtained from the Centre

**Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your son/daughter being used. Please also indicate whether you consent to your child's name being associated with their image.**

| Name of pupil   | Agree To:<br>Use of<br>Image | Agree To:<br>My child being named |
|---|------------------------------|-----------------------------------|
| Materials aimed at the Schools 'in house' community, e.g. displays                      |                              |                                   |
| On the Schools web site   |                              |                                   |
| In Schools and LEA materials and Newsletters  |                              |                                   |
| I am happy for my child's name to be mentioned in newsletters and on the school website |                              |                                   |
| On LEA and RBWM web sites   |                              |                                   |
| In media coverage of the School and Education Department                                |                              |                                   |
| In media coverage of the school and Education Department nationally.                    |                              |                                   |

I confirm that I have read and agree to the terms contained within this Consent Form.

Signed.....date.....

The recorded image/voice may be used for a period of twelve months from the date of my signature to this form and used only for the mentioned event(s) or activity(ies).

I understand that I may withdraw my consent at any time by contacting Sue Ellis at the Cheapside School Office and that where possible any publications or material containing the image/voice of my child will be recalled and withdrawn.

**For Office Use Only:**  
Received (Date Stamp):

The Royal Borough of Windsor & Maidenhead supports the objectives of the Data Protection Act 1998. It is registered as a data controller to process data on a computer and on paper. Any information you provide will be treated with the strictest confidence and will only be used for Royal Borough of Windsor & Maidenhead services.