

Dear Parents

Pupil Image Consent Letter

The School makes various uses of images of pupils during their time at school as set out in our [Privacy Notice](#). While we will not always require your consent for such uses, we do want to ensure that you are both properly informed about how your child's image will be used and fully understand your choices.

Essential use of images

Some uses are necessary for education, administration and the safety of pupils, such as your child's school records. Generally, the school relies on its legitimate interests for such purposes.

Internal use of images within the school community

Other uses may not be strictly necessary, but do contribute to our school community, and we anticipate that most parents and pupils will want to support such use. These include images of pupils in school uniform or games kit, at work or playing games or other activities, for: internal use within the school community: for example, internal school mail, school magazine, notice boards, printed or digital newsletters, the intranet, parent portal or other apps with access restricted to staff, pupils and parents.

Again, we consider these legitimate interest uses. We ask you to confirm that you understand we may use images of your child for these purposes and to let us know if you object to such use.

External use of images

We may also use images of pupils to celebrate achievements and promote the school externally, in printed publications and online, including on the School website or on its social media channels. This generally involves photos of pupils in school uniform or games kit, at work or playing games or other activity. Please note, we are not seeking consent for images where your child cannot reasonably be identified to anyone outside the school community.

We ask below for your general consent to the use of images of your child in (i) printed material (such as Manorisms or prospectus) and/or (ii) for certain online or external media uses.

From time to time the school may seek a specific additional consent from you for any more prominent online or external media uses. These will as far as possible be specifically described to you before being published.

Objection, withholding or withdrawal of consent

Please be aware that objecting or opting out does not prevent the School from continuing to process images of your child that are **essential** (as set out above).

If you do object to non-essential **internal** uses, these will be considered by the school, and reasonable steps will be taken.

You can always opt out of **external** uses, although it may not be possible to recall materials that already have gone to physical publication based on earlier permissions.