



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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West Sussex
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Headteacher: Mr Aaron Morrissey

www.broadwater.org

Dear Parents and Carers,

We are writing to inform you that **West Sussex Music** has requested permission to take photographs of our Year 4 pupils during their violin lesson with **Mrs Gibbons**. These images may be used in West Sussex Music's annual report publications and other promotional materials.

Please note that **this specific use of photographs does not fall under our general photo consent**, and therefore we require **additional parental consent** for your child to be included.

Below is the information provided by West Sussex Music regarding the reason for and how they will manage and use the images:

West Sussex Music may choose to photograph, video, or record this event and use children's images to raise the profile of our work and advocate for the importance of music education, to encourage other children to join a West Sussex Music activity, to encourage teachers, families, volunteers, and donors to support us.

How images may be used

We use images in the following ways:

- *On West Sussex Music's social media platforms - Facebook, Instagram, LinkedIn, YouTube account*
- *On the West Sussex Music website*
- *On West Sussex Music printed and digital promotional materials, such as our annual review and promotional flyers*
- *In local and national press releases and in printed publications to promote and celebrate our work*
- *In printed fundraising materials to help us raise money for this charity, where they can be seen by potential donors and grant-giving trusts and foundations*
- ***Pupil names will not be used***
- ***Schools may be identified by logo on uniform items***

How images are stored

Images are stored in the following ways:

- *We may store and use a child's image for a period of up to five years, after which we will either ask you to renew your consent or we will destroy the images*
- *We will store photographs and videos of children securely, in accordance with our Safeguarding Children and Young People policy and Data Protection Policy*

Turn your ear to wisdom and apply your heart to understanding (PROVERBS 2:2)

- *We will keep hard copies of images locked securely and electronic images in a protected folder with restricted access*
- *West Sussex Music has full copyright of the images taken*

Your rights

Under data protection regulations you have the right to withdraw this permission to use video/audio featuring your pupils at any time. Please be aware however that it is not practically possible to remove a segment of audio/video or printed material once it has been produced and distributed.

For this reason, please consider carefully whether you are happy to give this permission before you give consent.

If you are happy for your child to be photographed for this purpose, please complete and return the consent form below by **Friday 17th October**

Kind regards,

Mr Morrissey and the Year 4 team.

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Consent Form – West Sussex Music Photography

Child's Name: _____

Parent/Carer Name: _____

☐ *I give permission for West Sussex Music to photograph/video my child during their violin lesson for use as described above.*

☐ *I do not give permission for my child to be photographed/videoed.*

Signature: _____

Date: _____