

**St. Thomas More Catholic Primary School**  
South Road, Saffron Walden, Essex. CB11 3DW



Dear Parents,

**Data Protection**

There are key events in the life of a school where parents and the wider community will naturally wish to have a visual record of the proceedings. Unfortunately, the actions of a minority in mis-using visual images, in particular through the use of the Internet, have meant that local authorities and schools need to pay particular attention to the requirements of data protection legislation. We therefore need to have your permission to continue with our current practice of the use of photography in school. It is necessary for every parent to sign and return the following information for every child as soon as possible. The following applies to events in and out of school (eg trips).

Yours sincerely,

*Elaine McNally*

Mrs. Elaine McNally  
Headteacher.

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\*\*\*\*Please sign all sections as appropriate.

1. I have no objection to my child \_\_\_\_\_ [print name] being photographed by official photographers invited to do so by the school. (eg school photographers, newspapers etc). I understand my child's name will not be published in newspapers.

Signed..... Print Name.....

2. I have no objection to my child \_\_\_\_\_ [print name] being photographed by members of the school staff for school purposes. (eg notice boards, inclusion in exercise books etc)

Signed..... Print Name.....

3. I have no objection to my child \_\_\_\_\_ [print name] being photographed by members of the school staff for the purposes of publishing on the School Website. I understand that the name of my child will not be published on the web-site.

Signed..... Print Name.....

4. I have no objection to my child \_\_\_\_\_ being photographed by members of the school staff for the purposes of publication in the school brochure or newsletters etc.

Signed..... Print Name.....

5. I have no objection to my child \_\_\_\_\_ being photographed by staff, parents or grandparents of the school at open events such as Sports Day, school plays etc.

I understand that there will not be photography allowed at swimming events.

Signed..... Print Name.....

6. I have no objection to my child \_\_\_\_\_ photographs being on display in school until my child reaches the end of Year 7.

Signed..... Print Name.....