



# PHOTOGRAPHY POLICY FOR LONDON KOREAN SCHOOL

## 1. Introduction

LONDON KOREAN SCHOOL (LKS) is obliged to comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018 when it takes and publishes photographs of its pupils. LKS will always try to act in the best interest of its pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. As LKS provides education for children aged from 3 to 15 years old, we will always ask for parental consent in writing at the time of registration regarding photographs in our school while respecting an individual child's right to say they do not want to be photographed (see Appendix A – LKS Photography and Video Recordings Parental Consent Form).

Ordinarily, the following rules will apply to any type of image capture, including photographs and video recordings in our school.

## 2. Use of Photographic Images and Video Recordings

**2-1.** LKS regularly uses photographs to show how our children and the school as a whole develop, achieve and thrive. Usually these will be unnamed photographs and will generally be for internal use. However photographic images can also help to illustrate and communicate with parents about upcoming events, and to promote our school to prospective families as well as the wider Korean society in the UK.

**2-2.** All images will be used in a manner respectful of the Data Protection Principles. This means that images will be:

- fairly and lawfully processed
- processed for limited, specifically stated purposes only
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept on file for no longer than is necessary
- processed in line with an individual's legal rights
- kept securely

**2-3.** There are a number of instances when we may use photographs of your child, specifically:

- On our school website ([www.londonkoreanschool.com](http://www.londonkoreanschool.com)) to promote the school to both current and prospective parents providing general information about the school and updates on current events;
- On our social media account (Instagram: [@london\\_korean\\_school](https://www.instagram.com/london_korean_school)) to provide updates

on events and news within the school;

- On our YouTube channel ([www.youtube.com/@londonkoreanschool](http://www.youtube.com/@londonkoreanschool)) to promote special events within the school;
- In our school Yearbook, annually published, which typically includes group class photos of children, photographic images of special events and class activities along with our children's schoolwork (e.g. drawings, paintings, written pieces);
- Within school prospectuses, promotional flyers, leaflets and brochures which contain images to show life at LKS. These will be shared with both current and prospective parents, and widely distributed in the Korean society in the UK, and may be shared through our website and social media accounts;
- Other promotional materials, such as banners and signs, for current and prospective parents to view;
- In the local Korean newspapers, to promote past school events, children's individual achievements and the school in general. As a school, we will never supply members of The Press with full names of children, and will always make decisions based on reasonable requests with regard to information which may identify children.

If the school wishes to use photographs for purposes other than the uses as detailed above, then it will obtain specific parental consent first.

### 3. Parental Consent and Rights

- Parental consent for the use of their child's image will be sought **at the time of registration** and the preferences expressed will **last throughout the child's time at LKS** and will continue to apply for a short time after they leave (except for images published in the school Yearbook or for historical purposes which may be kept for an extended period of time to show the history of the school).
- Consent can be withdrawn at any time by writing to the school. At that point, any images of the child will not be used in future publications, however continuing inclusion in publications already in circulation cannot be prevented.

### 4. Capture of Images by Parents/Carers

- Photographs, video footage and/or video recordings should only be taken by individual with a connection to the child. Members of staff have the authority to question anyone they do not recognize should they be observed using photographic/videoing equipment or if it is being used covertly. This could be during school productions, events or at any other point in the school day.
- Photographs, video footage and/or recordings taken by parents/carers as part of school activities such as sports day, school productions, concerts, assemblies, graduation ceremony, etc. should be used for their own personal use only.
- Parents/Carers must not share images of any other child on social media. They should be made aware that recording or photographing other than for private use would require the consent of the other parents whose children may be captured in the image. Without this consent, the UK GDPR and DPA 2018 would be breached.

- Photographs, video footage or recordings taken by parents/carers should not be passed on to other unconnected with the child.
- Parents/Carers are not permitted to take photographs of children in sensitive areas such as toilets, changing rooms etc.
- Parents/Carers may contact the school's DSL to discuss any concerns regarding the use of images.

#### **5. Photographs Identifying Medical Risks**

- A photo of a child with an allergy/food intolerance or medical condition may be displayed at the back of LKS First Aid Log advising our First Aider (and members of staff) of things to be aware of.
- We are fully aware of our GDPR responsibilities to ensure security of such data however the reason photos are displayed in this way is to ensure that all staff (including support staff and volunteers who might not know all the children) are regularly reminded.

New Policy, November 2023

Updated 28 November 2023

This policy will be reviewed and revised as necessary.



## Photography and Video Recordings Parental Consent Form

Images are a way for us to celebrate achievement, keep parents and community informed about our activities, and raise our profile. Parents and families and the children themselves often derive great pleasure from seeing their loved ones in print or on a website/social media.

- Images may be included in print or digital media. Examples might include printed publications (mainly our school Yearbook, but also in the local Korean newspapers), school website, adverts, in communications channels such as YouTube and Instagram.
- Children's full names will not be associated with photographs except where directly relevant. For example: where the child has won a major competition.
- Images will only be used for promotional purposes with the consent of parents/carers.

**Declaration:** I [(parent/carer name) \_\_\_\_\_] grant permission for London Korean School (LKS) to capture photographic images, video footage, and/or video recordings of my child [ \_\_\_\_\_ ] for use in publicity and communications by LKS during school events and activities. My decision on whether to give consent will remain valid throughout my child's time at the school, unless I notify the school to the contrary in writing.

I promise that if I, or members of my family, take photographs or video recordings at a school event, these will be kept for family use only.

I confirm that I have read and understood the school's policy. Consent can be withdrawn at any time by writing to the school. At that point, any images of the child will not be used in future publications, however continuing inclusion in publications already in circulation cannot be prevented.

Child's name: \_\_\_\_\_

Parent/Carer name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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학부모 성함: \_\_\_\_\_

학생과의 관계: \_\_\_\_\_

서명: \_\_\_\_\_

작성일: \_\_\_\_\_