

September 2019

Dear Parent/Carer,

We have reviewed the way we seek and retain permissions for use of photographic material; these changes are in line with the General Data Protection Regulations and the UK Data Protection Act 2018.

At The Bourne Academy, we use photographic material to capture moments of pride and celebration.

We would like to use photographs and videos in the following ways:

- Use in the Academy classrooms and places that may be seen by visitors
- On the Academy website
- The Academy newsletter
- Wider marketing and promotional materials used in the Academy
- Press releases
- The Academies social media pages

*Please be assured that when photos are used by the Academy, children will not be identified by using their full name.*

Occasionally the material may be used if taken by our agreed collaborative partners.

Please could you consider the above list and indicate your consent or otherwise. This will be recorded on Progresso, our management information system. We are obliged to let you know that you can withdraw/grant your consent at any time in the future should you change your mind. If so, please write to our Data Protection Officer – Mrs Catherine Turner.

Once a student reaches the age of 13, if the Academy deems them able to sign their own consent then we can record consent as given by the student. The Academy will notify the parent/carers if a pupil withdraws consent originally granted by a parent or if a pupil grants consent for something that the parent/carers originally did not give. Generally, the consent given by a parent will be deemed to last until the pupil reaches the end of their time at The Bourne Academy, either in Year 11 or 13 if they continue into Sixth Form, unless a change is notified.

Two copies of the form are included so that you can keep one for your records. Please return the other completed copy to school (addressed to Miss Gemma Holden or handed in to reception where there will be a collection box) by **Friday 4 October**.

We will continue to use the permissions currently recorded on our system until this date, or until we have received your permission slips.

Yours faithfully

Miss Gemma Holden

Principal: Mr Mark Avoth

The Bourne Academy, Hadow Road, Bournemouth, BH10 5HS | Tel. 01202 528554 | [admin@thebourneacademy.com](mailto:admin@thebourneacademy.com)

[www.thebourneacademy.com](http://www.thebourneacademy.com)

[@BourneAcademy](https://twitter.com/BourneAcademy)

**PLEASE KEEP THIS PAGE FOR YOUR OWN RECORDS**

**PHOTO PERMISSIONS**

<b>Name of Child:</b> <i>(please print)</i>
<b>House:</b>

As the parent/carer of the named child, I agree to the Academy or agreed partners taking and using digital/video images of my child. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Please tick this box if you **CONSENT** to your child's photograph appearing on the Academy website, Academy newsletters and other occasional media.

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

Print name: \_\_\_\_\_

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

Should you subsequently wish to withdraw consent for any item you have originally granted consent for, you have the right to do so at any time. Please write to our Data Protection Officer, Mrs Catherine Turner.

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**PLEASE RETURN THIS PAGE TO THE ACADEMY BEFORE 4<sup>TH</sup> OCTOBER 2019**

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

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**Principal: Mr Mark Avoth**

**The Bourne Academy, Hadow Road, Bournemouth, BH10 5HS Tel. 01202 528554**  
[www.thebourneacademy.com](http://www.thebourneacademy.com) [admin@thebourneacademy.com](mailto:admin@thebourneacademy.com)

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