



Photography Policy

1.1 Introduction and aim of policy

During the College year there are many occasions when staff or parents will wish to photograph students: a visual record can be an important part of assessments and may be used for curricular purposes; the wider life of the College is often celebrated with a photographic record of events, concerts and shows; parents may wish to photograph their children at a college event for personal reasons.

The aim of this policy is to provide a set of clear guidelines so that we may support the legitimate wish of staff and parents to record events in college while protecting the rights of individuals.

1.2 Terminology

Throughout this policy the term “photography” includes digital images, dvds, videos and photographic prints and slides.

“In College” refers to any occasion when students are the responsibility Palma College’s staff.

“Parent” refers to a parent or guardian with parental rights and responsibilities for a student.

1.3 Relevant Legislation

The Human Rights Act requires us to respect the privacy of individuals. Photography has also to be considered within the context of Child Protection Procedures and Health and Safety requirements. Copyright restrictions may apply at performances of college shows, where a photographic recording would need a special licence.

1.4 This photography policy therefore sets out to ensure that

- Photographs are used only for appropriate purposes
- College use of photography is supported

- Parents may take photographs as a record for the family
- Individual rights are respected and child protection ensured
- Parents and students are given the opportunity to opt out of photographs.

2 Camera Phones

Taking photographs with camera phones – without the express permission of the person being photographed – is strictly forbidden in college, on transport to and from college, on college trips and when students are involved in any college business.

3.1 Parents' Photography

In many cases, photographs taken at college events form an important part of family life. We shall try to facilitate the taking of photographs by parents whenever we can.

3.2 College Events

Parents are welcome to take photographs of their own children at ceremonies, college concerts, shows and events. However, they should take care not to interfere with the smooth running of any event. By discussing what is possible before an event, parents may be confident about their ability to comply with our requests.

Where photography might interfere with the smooth running of an event, especially if students are likely to be disturbed by flash photography, the College may set up a "photo opportunity" before or after the event. Parents will be advised immediately before the event begins, if this is to be the case.

However, copyright on drama productions will often prevent anyone recording or filming student performances unless the appropriate licence is purchased. If copyright precludes such activity, the College will make it clear that there is to be no photography of the event, for copyright reasons.

4.1 The College's use of photography

The College takes and stores photographs of its students and staff as part of its appropriate use of personal data for legitimate college purposes. Such photographs are used to help staff identify their students for college trips, for reporting and for other professional duties. Old photographs are destroyed when new photographs of students are taken.

4.2 A visual record of students and their work may be kept by the College for curricular or assessment purposes.

4.3 The College will wish to use photographs of students in newsletters and in other publications that are designed to tell the wider public about the business of the College. Such publications would include the College's magazines, the prospectus and the website. At the beginning of each session, parents are asked to give their consent for their child's photographs to be used in this way. The College will not publish photographs in the wider community if no consent has been given.

4.4 In relation to the College's core business, photographs of students may be retained as part of an archive recording the history of the College.

4.5 Photographs taken by the College will not be used for any other purpose than that originally intended without the express permission of parents or, if appropriate, of students.

5.1 College Photographer

From time to time, an official photographer will be engaged by the College to take photographs of individual students, student groups or the whole college.

5.2 When individual photographs are taken, copies will be sent home to parents with an option to purchase them. Commission on photographs purchased will be used by the College for the benefit of students.

5.3 The copyright of such photographs is retained by the photographer.