

Advice on Photographs, Video, Webcam and consent Schools

Introduction

The Data Protection Act 1998 not only governs the way in which we process information about people but also the way we handle images of people. These notes have been produced to help you ensure that we comply with the law when images of **clearly identifiable people** are being used. These images may appear in any or all of the following formats:

- paper publications
- photographs
- videos
- webcams
- the internet
- multi media messaging service (MMS) mobile phones.

The same requirements apply to all formats of image to enable us to comply with the law.

What steps do we need to take to comply with the law?

- Obtain consent - You must get the permission of all the clearly identifiable people whose image will be used, before you record the footage. Consent of a Parent/Guardian or Carer is required for all young people under 18. You should be especially sensitive in the case of children with special educational needs.
- Fair Obtaining - tell the subject what the photograph will be used for and where it will be used
- Store pictures securely
- Dispose of the pictures after the consent has expired
- Ensure any copyright issues are addressed