

Adams' Grammar School

May 2007

Dear Parent or Guardian

CONSENT FORM - Use of Images of Students at Adams' Grammar School

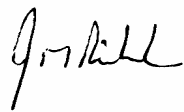
Occasionally we take photographs of students at our school. The images may be used in our school prospectus or in other printed publications that we produce, as well as on our website or on display boards. From time to time we may also make video or webcam recordings for school conferences, meetings, monitoring or other educational use. The images may be stored and retained on conventional film, computer or disc.

We also welcome visits from the media who will take photographs or film footage of a special visitor or other high profile event. We frequently like to recognise and celebrate the achievements of individual pupils or groups of pupils by inviting a photographer from the media to take a picture for various publications. These may be local or national newspapers and magazines or televised programmes.

To comply with the Data Protection Act 1998 we require your permission for your child to be photographed or videoed and the image made public, both during their time in school and afterwards.

I would ask you to signify your agreement by signing and returning this form. If you would like to discuss any of the points raised please contact me by telephone or letter. **Please return the form to the Marketing Office in school as soon as possible.**

Yours sincerely



J M Richardson

Headmaster

To the School Office, Adams' Grammar School

*I/we consent to my/our son/daughter being photographed and the image being used in the manner described above and agree to the conditions of use as specified overleaf.
(*delete as applicable)

Name of Child _____

Parent's or Guardian' signature: _____ Date: _____

Name (in block capitals) _____

Conditions of Use

1. This form is valid for the period of time your child attends this school, and thereafter in the case of images previously taken.
2. We will not use full names (ie. first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or other school publications without good reason. The recognition of a prize winner or some other school achiever in the press or other media may require full name as part of the photo caption or in accompanying text to properly recognise the success.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in the school prospectus or other printed publications, unless requested and authorised to do so (such as on the Old Novaportan Register section of the website.)
4. We may include pictures of pupils and teachers that have been drawn or taken by pupils or third parties.
5. We may use group or class photographs or footage with general labels, such as “a science lesson” or “the winning rugby team.”
6. We draw to your attention the fact that images published on our website are available worldwide, including countries where there may be no equivalent data protection legislation.
7. Once a child attains the age of 18 years consent can be given or withdrawn directly by the pupil.
8. Consent can be withdrawn at any time in writing, but not for publications which have already gone to print.