



## Photographic/image consent

### For children under 16 years of age

- You must use CAPITAL letters when completing this form.
- If you require further information, contact the **Departmental Photo Library** on **0207 7925 6052**.

**Data Protection Act 1998:** The Department for Education and Skills will not use the personal details or full name (first name and surname) of any individual in a photographic image, on video, on our websites or in any of our other printed material without consent.

Generally, images of individuals will not have an accompanying name in the text or a photcaption; if a name is used in the text we will not use a photograph of that individual with the article unless specific permission has been given. We will only use images of individuals which are appropriate to the article they illustrate to reduce the risk of such images being misused.

The Department for Education and Skills also complies with the Freedom of Information Act 2000.

The Department for Education and Skills produces a range of published materials and on line information. From time to time the Department takes **photographic images** (moving and still) of subjects and uses **case studies** which can include these images and personal data (such as full name), to enhance and illustrate its media applications and make them more motivating and inspiring to its audiences.

For children below 16 years of age, full parental/guardian consent is required. As it is mandatory for the Department to obtain permission prior to each photographic/video session, it recommends that the school or organisation ensure that each child has a copy of this form signed by the parent/guardian prior to the shoot.

Whereas the risks are minimal to those who are invited to take part in any photographic/video exercise it is the responsibility of the school or any other organisation to have a duty of care towards those under 16 years of age. The Department expects the school or organisation to maintain and adhere to its normal care and safety procedures even in the presence of external photographers or video producers. This extends to ensuring that any minor can only be identified or contacted through the school or organisation. It is important to note that the Department, in relation to any image, rarely names a child, and does so only where parental/guardian consent has been given.

This consent form covers any use of the images by the Department for a 5 year period starting from the date you sign this form. At the end of that period all images of your child will cease to be used in any new materials and the master image will be destroyed.

**You may wish to keep a copy of this form.**