



Photography Policy

Data Protection:

During the year, we may take photographs and video footage of your children in class activities, during tests, or when we have ad hoc events, such as end of year Awards Assemblies, Academy Trips, Annual Mawlid celebrations and the like. Photographs and video images of students and staff are classed as personal data under the terms of the Data Protection Act 1998. This policy statement applies to all staff, volunteers and other adults associated with al-Lawh Institute and al-Lawh Academy.

Conditions of Use:

1. Images including your child/ren may appear within classwork including work with computers, in prints such as Yearbooks or Newsletters and in other online materials for educational purposes.
2. Occasionally student names may be used in news stories or articles highlighting activities at the school if there is a particular reason to do so (i.e. they have won a prize), however we will never give or use any personal contact details. If an activity attracts additional media attention, or more details are required to highlight the student and their activity, additional permissions will always be sought from the parents of the child involved in advance.
3. Images may be used for promotional materials including our external website, social media, school promotional videos and school brochures. We will not use images of identifiable individuals for school publicity purposes without additional consent of a parent or guardian. If an image is selected for use in one of our school advertisements, additional written permission will be obtained in advance of publication.
4. If you have any objections to your child/ren's image being used at any time in the future, please notify the school in writing.

Media and Parent Photography:

Photographs or film footage by parents or guardians of their children at school is permitted under an exemption in the Data Protection Act 1998. There is also a journalistic exemption with regard to the media and occasionally pupil's images may appear in local or national newspapers, or on televised programmes. Al-Lawh recognises that there is no control over who may access our published images online. We will therefore consider the suitability of images for use in our online materials. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

STORING IMAGES:

We will never store photographs and videos of children indefinitely, nor keep hard copies of images in a locked drawers. We will store photographs and videos of children securely, in accordance with our Safeguarding Policy and Data Protection law. Electronic images are uploaded on our social media sites (Facebook and Instagram). We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Al-Lawh does not permit staff and volunteers to use any personal equipment to take photos and recordings of children at the al-Lawh Academy. Only cameras or encrypted devices belonging to al-Lawh Chairpersons are used.

This policy statement should be read alongside our organisational policies and procedures, including the Safeguarding Policy, Positive Behaviour Policy for staff and volunteers. We are committed to reviewing our policy and good practice annually.

Date agreed: October 2024
Date of next review: October 2025