

## **All Saints Catholic High School Image Policy for the School Workforce**

### **Collection and use of images**

At All Saints Catholic High School we ensure that all images taken of the school workforce are used in accordance with the General Data Protection Regulations (GDPR). This means that images are:

- fairly and lawfully processed and only used for limited, specifically stated purposes
- retained for no longer than is necessary
- processed in line with an individual's legal rights
- kept securely
- adequately protected if transferred outside the School.

### **Use of images by the media**

Only pre-agreed personal information (e.g. first names) will be published alongside images and videos. No authorisation will be given to unscheduled visits by the press under any circumstances.

### **Use of images for the legitimate purpose of running the school**

For each member of the school workforce a still image taken by a school photographer will be retained during the member's time at the school for the legitimate purpose of operating the school e.g. to identify them for the purposes of safeguarding.

There are certain other occasions when the School will record images of the school workforce for the legitimate purposes of running the school; all such images will be stored securely in accordance with GDPR and include:

- Images to record practical skills for assessment and examinations;
  - CCTV footage that is used to assist with the safety and supervision of students;
  - CCTV footage that is used to safeguard staff, students, visitors and school property (for example by allowing investigation into incidents or complaints).
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