



# HAMPSTEAD SCHOOL

Learning together Achieving together

## Consent for Hampstead School to use my child's photograph, film and words

To comply with data protection and confidentiality regulations, Hampstead School needs to obtain written consent to use photographs, video or quotes that may feature students in our publications.

Consent for below the age of 13 must be provided by their parent/carer. Consent for children above this age are required to provide this information to us directly.

The school asks the following of your child:

We may use your photograph, film and words to publicise Hampstead School in newspaper articles, magazines and other media, including the school website and social media.

As a student at Hampstead School, on occasion, you may also work with external organisations when taking part in extra-curricular activities. These organisations may wish to use your photograph, video or quotes on their own website, publications or social media sites for publicity purposes. Again, we need your written consent for this.

You can contact Hampstead School at any point in the future and ask us not to use your photograph, film or words for any new purposes. Remember, however; once an article is published and in circulation, it may be copied and used by others. If you ask us not to use the photograph, film and words in future, we will comply with your request and contact third parties and tell them you have withdrawn consent, but we cannot guarantee that they will remove the images, text or video from circulation.

If you refuse to give your consent to the use of photographs, video or quotes in which you may feature, you are still required to indicate refusal so we have a record of this.

Please inform the school to which of the following you consent to:

- External Organisation's Publicity
- School Publicity NOT including Website *or*
- School Publicity including Website
- School Publicity via Social Media
  
- Refusal to give consent to ANY publicity

## **Privacy notice: [PLEASE KEEP THIS INFORMATION]**

### **The name and contact details of the data controller:**

Hampstead School, Westbere Road, London NW2 3RT  
020 7974 8133

The name and contact details of the Data Protection Officer:

Andrew Maughan, Borough Solicitor

[dpo@camden.gov.uk](mailto:dpo@camden.gov.uk)

### **The purpose of the processing**

We may use your photograph, film or words to publicise events or council services, in newspaper articles, magazines and other media such as websites, social media, information leaflets, electronic newsletters and presentations, as agreed overleaf.

### **The legal basis for processing**

By signing overleaf you have given your consent for us to use your photograph, film or words to publicise events or council services, in newspaper articles, magazines and other media such as websites, social media, information leaflets, electronic newsletters and presentations.

### **Categories of personal data**

We will be storing your photograph, film or words, as well as your name and contact details.

### **The categories of recipients that the council has or will disclose the data to**

We may use your photograph, film or words to publicise events or school activities, in newspaper articles, magazines, leaflets, brochures and other media such as [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk), Twitter, Facebook.

### **Whether the council will transfer their data out of the EU/EEA**

We will not transfer your personal data outside the EU/EEA.

### **The criteria used to decide the retention period**

Your photograph, film or words will be stored whilst on the school roll, unless you withdraw your consent.

### **Your data subject rights**

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk) and the ICO website: [ico.org.uk/for-organisations/guide-to-data-protection/exemptions](http://ico.org.uk/for-organisations/guide-to-data-protection/exemptions) for more information. To exercise these rights please use our web form at [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk).

### **The right to lodge a complaint with a supervisory authority**

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. It would be helpful if you contacted us first at [dpa@camden.gov.uk](mailto:dpa@camden.gov.uk) to see if we can resolve the problem. You can contact the ICO at [casework@ico.org.uk](mailto:casework@ico.org.uk), telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Information about whether giving personal data is part of a statutory or contractual requirement or obligation**

There is no requirement or obligation to provide your photographs, film, words or contact details.

### **Automated decision making and profiling**

We are not using automated decision making or profiling to process your personal data.

### **What information is mandatory for you to provide and the consequences of not providing the information**

It is not mandatory for you to provide any information.