

Consent form for using staff images

Date:

Dear *[insert staff member name]*,

At Tudor Grange Academies Trust, we'd like to seek your consent for some of the ways we take and use your photo.

Using your photo helps us to show members of the school community who works here.

We would like your consent in order to take and use your photo in the ways described below. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

[Add this if you have previously sought consent] **Why are we asking for your consent again?**

As part of our commitment to processing personal data fairly and transparently, we want to remind you of the consent you've previously given us and make sure you're still happy with the ways we use your data.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed above.

If you change your mind at any time, you can let us know by emailing *[email address]* or telling *[the member of staff who manages consent for processing personal data]*.

If you have any other questions, please do get in touch.

Yours sincerely,

[Your name]

[Your role]

Please tick the relevant box(es) below, sign and return this form to school.

USE OF PERSONAL DATA	TICK (✓)
I am happy for the school to use my photo in displays in school.	
I am happy for the school to use my photo on the school website.	
I am happy for the school to use my photo in the school newsletter.	
I am happy for the school to use my photo in social media.	
I am happy for the school to share my photo for use in the media.	
I am happy for the school to film me teaching.	
<p><i>[Copy and paste this line as many times as necessary, to make sure you seek consent for each of the ways in which you'd like to use their image, e.g. the different ways you use it and the different organisations you share it with, where relevant.]</i></p> <p>I am happy for the school to <i>[insert the use of the personal data – make sure you're specific about the personal data you want to use and what you want to use it for]</i>.</p>	
I am NOT happy for the school to use my personal data for any of the above purposes.	

Staff member's signature:

Date: