

**Scoil Phádraig Naofa**  
**Photographs and Digital Images**  
**Policy**



Reviewed October 2024

## **SPN Photography Policy**

### **Introduction:**

This policy applies to the use of photographs in school publicity materials, on the school website, posted around the school and in the press.

This policy reflects the consensus of opinion of the Board of Management and Staff of Scoil Phádraig Naofa, Athy.

### **Rationale:**

This policy was formulated in accordance with current Data Protection Legislation and Child Safeguarding Statement.

When publishing images in school publicity materials, on the school website and in the press the school must comply with the requirements of:

- The Data Protection Act 1998
- Video Recordings Act 1989
- GDPR Regulations

### **Aims:**

- To add colour, life and interest to articles promoting school activities and initiatives.
- To help parents and the local community to identify and celebrate the schools' achievements.
- To promote a sense of community spirit within the school
- To enable school staff and parents to take, use, store and manage photographs in a safe compliant manner.
- To ensure that the right to privacy of children, staff and parents is respected
- To ensure that all photographs published are in keeping with the school Child Safeguarding Statement

### **Parental Consent:**

- On enrolment, school authorities will seek the consent of parents regarding the use of pupil images on the school website.
- Parent consent forms will be retained by the school in individual pupil files
- A class record of parental consent / non consent will be supplied to all class teachers

### **Guidelines for Staff Taking Photographs / Videos:**

- Staff are permitted to take digital/video images on school equipment and on their personal devices, to support educational aims e.g. for classroom displays or projects
- Where photographs are taken on a member of staff's personal device, they must be deleted once they have been forwarded to the school website coordinator, printed out, uploaded to Google Classroom / Seesaw or saved online to the school's Google Drive account.

- Staff should ensure that image files are appropriately named and will not use students' names in image file names
- When taking digital/video images teachers should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute
- Staff must not take, use, share or publish images of students without their consent

### **Guidelines for Parents Taking Photographs / Videos at School Events:**

Videos and pictures are allowed to be taken by parents/guardians during school events such as School Concerts, Award Ceremonies, Games, etc.

Parents are not required to comply with the Data Protection Act when taking photographs of their children, for their own private use, at an organised event.

When hosting a school event where parents are permitted to take photographs or videos the school will;

- Make it clear that any images taken must be for private use only
- Parents/Guardians should avoid taking pictures/videos of any children other than their own and must also be mindful of the privacy, confidentiality and wishes of others.
- Inform parents that Data Protection legislation may be contravened if photographs or videos taken at a school event are placed on the internet.
- When taking digital/video images parents must never photograph/record any incidents or events that might bring an individual or the school into disrepute
- Parents will regularly be notified of our school's policy on the taking and usage of photographs/videos along with reminding them of their responsibilities. .

### **Guidelines for Publishing and Storage of Images / Videos:**

- Photographs must be stored securely.
- Images and videos to be published on the school website or YouTube channel are to be sent to [mrcarbery@spnathy.ie](mailto:mrcarbery@spnathy.ie) or uploaded into the appropriate folder on Google Drive. Once they have been published or uploaded, they are to be deleted from devices and e-mail accounts. A monthly reminder will be sent to staff to delete any images or videos from their devices.
- Photographs of pupils or staff should not be published on the school website after they leave the school, without their consent.
- When publishing digital images / videos on the school website teachers should be mindful of the way pupils and staff may appear. Digital images / videos which are likely to cause embarrassment to a pupil or staff member, now or at a future date, should not be published on the school website.

**Concerns:**

- If parents have any concerns about photography at a school event they should report their concerns to the School Principal (or to a Staff member if the Principal is not present).
- If a parent or child wishes to have a photograph removed from the school website at any time, they should contact the school office.
- When a press image has been captured the data controller for that image is the media concerned and not the school. Therefore parents will need to make any objections to that organisation and not the school.
- Concerns regarding a breach of Data Protection Legislation should be reported to the Data Protection Commissioner.

**Review: October 2025**

This policy will be reviewed every year.

**Ratification:**

This policy was ratified by our school's Board of Management on 24th October 2024.

Signed:   *Paddy Horan*    
Paddy Horan (Chairperson)

Signed:   *Willie O'Gorman*    
Willie O' Gorman (Principal)