

# Summer School Photography & Data Consent Form

## Purpose:

We kindly ask for your consent regarding photographs and videos of your child taken during the Summer School. This form explains how images will be used, stored, and protected, so you can make an informed decision.

## 1. How We Use Images

With your consent, the Summer School staff may take photographs or short video clips of your child for the following purposes:

- Documenting activities for internal use
- Sharing updates with parents (e.g. newsletters)
- Promotional materials such as brochures or displays
- Programme website or social media channels
- Press or partner organisations (only when consent is given)

We will **never** include full names, personal details, or identifying information alongside images.

## 2. Safeguarding & Appropriate Photography

To ensure children's safety and dignity:

Images will only be taken in appropriate settings (never in bathrooms, changing rooms, first-aid areas, or private spaces).

A child will never be photographed if they express discomfort, even if parental consent is given.

Only SMS-issued or checked devices, with full encryption, will be used; personal phones or cameras are not permitted for any SMS staff under any circumstances.

### 3. Storing Images Securely

All images and videos will be stored:

- On encrypted, password-protected systems
- In secure servers or locked storage accessible only to authorised staff
- Never on personal devices or unsecured cloud services

Images are kept for up to **5 years**, unless you choose a shorter retention period. After this time, they will be permanently deleted.

### 4. Withdrawing Consent

You may withdraw consent **at any time** by contacting Sussex Music School ([melita@sussexmusicschool.com](mailto:melita@sussexmusicschool.com)).

If withdrawn, we will:

- Stop taking new images of your child
- Stop using existing images
- Remove them wherever possible (e.g., website or displays)

Please note that we may not be able to retract images already used in printed materials or press releases that have been distributed.