

# MEI Photography Permission Policy

This policy refers to all events organised by, or on behalf of MEI, for students under the age of 18. It also applies in cases where some, but not all, students attending are aged 18 and over. It should be read in conjunction with the MEI safeguarding and social media policies.

'Photography' refers to any photographs or other images such as video recordings, taken with any device including mobile phones.

Whilst it is often desirable to celebrate and publicise events by taking pictures of students and posting these to social media, there are a number of risks and pitfalls in doing so. Where photographs are taken, the whole process needs to be thought through carefully. That includes seeking permission, specifying how the images will be used and how they will be stored.

## Potential risks

Some of the potential risks of photography and filming at events include:

- students may be identifiable and the context of the photograph may mean that personal information could be inferred from it, for example the school they attend;
- direct and indirect risks to students when photographs are shared on websites and in publications alongside personal information;
- inappropriate photographs or recorded images of students;
- inappropriate use, distribution, adaptation or copying of images, including manipulation by AI and reposting of manipulated images.

## Guidance

Because of these risks, the taking of photographs of students at events, by MEI staff, is strongly discouraged. We only take photographs if they are needed for a specific purpose, such as for use in publications and this would be by special arrangement with all the necessary permissions obtained.

To celebrate or publicise an event, background pictures can be taken of the activity and the environment that may feature students from a distance but where they and their school uniforms are not identifiable. Once checked these can be posted on social media.

Teachers attending an event, with their students, may wish to take photographs. They should only take photographs of their own students. MEI staff are responsible for ensuring that this is the case, and that no photos are taken at that event that could inadvertently feature a student who has not given permission and might be at risk.

It is acceptable to like or repost images of events that teachers from attending schools or colleges have taken who are following their own institution's policies.

If an event is being jointly held with another institution, such as a host university, who wish to take photographs of the students, then that institution needs to seek permission for their use; do not pass images onto third parties.

If an organiser wishes to take photographs of students at an event:

- they should use the MEI Photography Permission Form (MEI Form 0133 – see appendix 9a) to obtain consent from parents / guardians for a student to be photographed. This form will make clear the reasons why the photographs are being taken. It will also obtain the student's permission to use their image and explain how the images will be used. Students should be allowed the opportunity to 'opt out'. Each event will have an ID (allocated by MEI systems) and this should be used to label the images; if there is no such ID then the images should be labelled to reflect the date, location and event.
- they can use the MEI Photography and Video Permission Form (MEI Form 0134 – see appendix 9b) for photo/video shoots which have been pre-arranged with a school/college and which are intended for publications and publicity videos;
- only take photographs of children in suitable clothing to reduce the risk of inappropriate use, avoid skimpy clothing and large areas of exposed skin;
- do not use student's names or individual personal information in photograph captions; be aware of name badges and other items that might identify a student;
- photography sessions outside of organised events, such as at the child's home, are not permitted;

## Storage of images

Photographs and videos and other media in which individuals can be identified are viewed legally as personal data, and must be taken, stored and used in line with MEI's GDPR Policy. This means:

- They can be used only for the purpose they were taken, and no other purpose.
- They must not be held longer than necessary.
- They must be destroyed if the student or parent asks for them to be destroyed.
- They must be held, and disposed of, securely.

MEI devices must be used to take photographs rather than personal equipment. Images should not be stored permanently on devices or on mobile phones; they must be kept securely and must not be shared with others outside of MEI. Once the images have been used for their intended purpose, they should be deleted. There is no need to retain images if they are no longer being used. Stock images may be kept for a maximum period of 24 months.

Do not print hard copies unless it is part of a recognised publication such as a brochure or newsletter.

# MEI Photography Permission Form

Dear Parent/Guardian/Carer

We are looking forward to welcoming your child to the <event> on: <date> at <venue>.

This event involves a range of mathematical workshops and activities, and offers students the opportunity to share in their enjoyment of mathematics. Photographs of students participating may be taken and may be used in news items and reports about the event and to publicise similar events in the next 24 months.

MEI's Photography Permission Policy is available <http://mei.org.uk/safeguarding> . Images are stored according to current data protection regulations. Images may be used by MEI in print or online.

If you are happy for your child to have their photograph taken, please sign below. We also request that your child provides their own consent by signing below.

Yours sincerely

<Name of event organiser>

Conditions for use of photographic images:

- 1 If we use photograph of individuals or small groups of young people, we will avoid using their name or personal details in the accompanying text or caption. We may use group photographs with very general captions.
- 2 You may withdraw your consent at any time by writing to MEI, Monckton House, Epsom Centre, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG.
- 3 MEI cannot accept any liability for any loss, damage or personal injury, howsoever caused, through use of the images by third parties.

Please detach and complete the reply slip below and return to school.

-----  
Name of student: \_\_\_\_\_

I hereby give permission for the student to take part in the event on <date> at <venue>.

I also give permission for photographs of my child to be taken and used in reports about the event and to publicise future such events in the next 24 months.

Signature of Parent/Guardian: \_\_\_\_\_

I consent to allowing my photograph to be taken at the above event.

Signature of student: \_\_\_\_\_

# MEI Photography & Video Permission Form

Dear Parent/Guardian/Carer

We would like your child to take part in a photography shoot and/or the filming of a video.

Photographs and videos of students participating in different activities will be taken. These may be used for marketing and publicity purposes, including in brochures and on websites, and for the professional development of teachers. The images may be retained for a period of 24 months and used as stock images to publicise future events.

MEI is an educational charity. MEI's Photography Permission Policy is available at <http://mei.org.uk/safeguarding> and images are stored according to current data protection regulations. If you are happy for your child to have their photograph taken or be filmed and for the images or video to be used as stated, please sign below. We also request that your child provides their own consent by signing below.

Yours sincerely

<Name of event organiser>

Conditions for use of photographic images:

- 1 If we use photograph of individuals or small groups of young people, we will avoid using their name or personal details in the accompanying text or caption unless we have sought specific permission to do this. We may use group photographs with very general captions.
- 2 You may withdraw your consent at any time by writing to MEI, Monckton House, Epsom Centre, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG.
- 3 MEI cannot accept any liability for any loss, damage or personal injury, howsoever caused, through use of the images by third parties.

Please detach and complete the reply slip below and return to school.

-----

Name of student: \_\_\_\_\_

I give permission for photographs and video recordings of my child to be taken for publicising future events, in marketing and in professional development materials. This includes the use in brochures, on websites. I understand that images may be retained for a period of 36 months and used as stock images to publicise future events.

Signature of Parent/Guardian: \_\_\_\_\_

I consent to allowing my photograph to be taken or to being video recorded at the above event.

Signature of student: \_\_\_\_\_