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## CONSENT FOR AUDIO OR VISUAL RECORDINGS AND PHOTOGRAPHS

In accordance with Data Protection legislation, *Lycée Français Charles de Gaulle* require your consent to take and use audio or visual recordings and photographs of your child. We use these to illustrate life at the Lycée for the following purposes:

- to celebrate achievements in various fields (academic, sport, music, etc.);
- to show contributions to exhibitions, shows, charitable events and internal journals;
- to show participation in outings, school trips and conferences; and
- for any educational purposes.

Use of photographs and recordings is a key part of celebrating life at the Lycée. We may use these photographs and recordings at events, on wall displays, on the Lycée bilingual website, on our social media channels and in year books. This consent can be withdrawn at any time. If you would like us to remove any specific audio or visual recording or photograph of your child from an existing school publication, school website or display, please contact our communication department at: [communication@lyceefrancais.org.uk](mailto:communication@lyceefrancais.org.uk).

Audio or visual recordings and photographs of your child may also be used for the above purposes after they have left *Lycée Français Charles de Gaulle*.

All images and recordings will be processed in line with our Fair Processing Notice set out overleaf.

**Please be aware that if you do not give consent for the Lycée to take and use audio and visual recordings and photographs of your child then we will be required to remove them from group photos and recordings.**

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I, Mr/ Ms. .... **SIGNATURE:** .....

**consent**

do not **consent**

to the *Lycée français Charles de Gaulle*, using for the purposes set out above, any of my child's photographs, audio or visual recordings for the school year 2019-2020.

**Pupil (first name – surname):** .....

**Class:** .....

## FAIR PROCESSING NOTICE: AUDIO OR VISUAL RECORDINGS AND PHOTOGRAPHS

We are *Lycée Français Charles de Gaulle*. We are committed to protecting and respecting your privacy. This policy sets out additional information we are required to provide on the processing of personal data in audio or visual recording and photographs.

### What are your rights?

You can exercise your rights at any time by contacting us as set out below. You have the following right:

- to ask us not to process your personal data for scientific or historical research purposes, where relevant, unless the processing is necessary in the public interest.
- to request from us access to personal information held about your child;
- to ask for the information we hold to be rectified if it is inaccurate or incomplete;
- to ask for data to be erased;
- to ask for the processing of that information to be restricted if the accuracy of that data is contested, the processing is unlawful, the personal data is no longer necessary for the purposes for which it was collected or you exercise your right to object (pending verification of whether there are legitimate grounds for processing);
- to ask for data portability.

Should you have any issues, concerns or problems in relation to your data, or wish to notify us of data which is inaccurate, please let us know by contacting us using the contact details below. In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority, which is the Information Commissioner's Office (ICO) in the UK, at any time.

### How long do we keep hold of your information?

We keep the information for 2 school years on the Lycée's website and social media to allow for continuity. Some select images or recordings will be kept for historical archive purposes, for example for use in internal exhibitions and publication of a book to celebrate the Centenary of the Lycée.

### How do we keep your data safe?

Data protection laws require the Lycée to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. The Lycée will ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

### Contact Us

For the purposes of Data Protection legislation data controller is *Lycée Français Charles de Gaulle*. You can contact us at [communication@lyceefrancais.org.uk](mailto:communication@lyceefrancais.org.uk).

The Lycée is registered as a data controller with the Information Commissioner's Office (ICO). Details are available on the ICO's website.