



Photograph Policy

Confederation of School Trusts (CST)

CST is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs.

CST will always try to act in the best interest of members and other delegates and, as far as it legally can, it will take personal preferences into account.

Publicity photography is helpful in publicising CST and its events. From time to time members of the press and media are invited to CST events to cover these events.

If you wish to express a preference for CST to avoid taking or publishing photographs of yourself in certain circumstances then please indicate your preferences to the photographer or a CST staff member at an event. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

Digital and Video Images

The development of digital imaging technologies has created significant benefits. However, CST need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

CST staff and our conference photographers may take digital / video images, to support CST events, but must follow CST policies concerning the sharing, distribution and publication of those images.

Delegates must not take, use, share, publish or distribute images of others without their permission.

Photographs published on the CST website, or elsewhere that includes CST members or delegates will be selected carefully and individuals will be asked for their permission before photographs are published.

Digital and Video Images - Good Practice

The following advice represents good practice in the use of photographic images:

1. When taking a picture the photographer must obtain the consent of the person in the picture (for students over the age of 13 with capacity) or their parent or carer for all other students including EYFS pupils.
2. Ensure that consent is sought and given. Commitment in this consent must ensure:
 - a. Not to name the student
 - b. Not to use the photograph out of context
 - c. Not to use the photograph to illustrate sensitive or negative issues
3. When photographing students:
 - a. Ensure all students are appropriately dressed.
 - b. Avoid photographs that only show a single child with no surrounding context of what they are learning or doing.
 - c. Do not use images of a student who is considered vulnerable.
 - e. Avoid naming students. If a name is required use only the first name.
 - f. Use photographs that represent the diversity of the students participating.



h. Report any concerns relating to any inappropriate or intrusive photography to the Executive Officer.

i. Do not use any images that are likely to cause distress, upset or embarrassment.

Media use

CST will give proper consideration to the interests of its members and delegates when deciding whether to allow external organisations to take photographs or to film.

When the media are allowed to be present at a CST event, this will be on the condition that they observe this policy.

Where the media are allowed to be present at a particular event, CST will make sure that delegates are informed of the media presence. If no objection is received, then CST will assume that unnamed photographs may be published.

If the media wants to publish named photographs then they must obtain specific consent from those specific individuals.

Authorised signatory

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