**Photography and Filming Procedures for Events, Festivals and Competitions**

* The school must have written consent from the parent/carer of all children and young people attending today’s event for images to be taken. Those children and young people for whom the school does not have written consent please inform the organiser.
* Images taken today may be used for publicity purposes or be published in the media or on the internet. These images will be retained for further use, stored on the Bishop Wheeler Trust / Leeds City Council server, accessible to the Active Schools and School Games Team. On request schools contained in the images may be sent the photograph.
* At major events it may not be possible to control spectators taking photographs. Therefore, we advise that schools advise their parents/carers not to take any photographs/images in order to manage and respect the wishes of those that may not give their consent for the use of photographs. If parents then choose not to follow this guidance and proceed to take photographs that may contain children other than their own child the responsibility is then on the parent.
* Schools should ensure that a designated member of staff for photography has been allocated; only photographs taken by this person can be used by the school for publicity purposes or be published in the media or on the internet.
* The data will be retained for the purpose of sharing images with participating Leeds schools, Active Schools and Leeds North West SSP website. The data will be retained securely and deleted securely once the data is no longer required.
* You have rights in respect of the information we hold about your pupils, including the right to ask for access to your information or to withdraw from this process. If you wish to contact to speak to us regarding your data the BWCAT Data Protection Office by emailing dpo@bwcat.org