

Photo and Video Policy

Tanglin Trust School reserves the right to take videos and photographs of students as a record of activities held in School. Photographs of children participating in events and activities allow the School to document and celebrate the achievements and successes of its students.

Images and video taken by the School are taken exclusively for the School's use, which may include, use within the School's internal and external publications, website, portal as well as the School's pages on external platforms including, but not limited to, Tanglin's Facebook , Twitter, LinkedIn, Instagram and YouTube pages. The photographs may also be displayed within School premises.

Group photographs of children will typically be labelled by association (i.e. by class or year group). Photographs will not typically be labelled in a way which allows students to be specifically identified by name. There are however, some exceptions*.

Tanglin Trust School recognises the rights of families to film and/or take photographs at specific and approved School events. Where filming is not permitted, due to copyright or licensing restrictions, parents will be advised accordingly at the event. Family members attending need not notify the School of such intention to take photographs or film the event. However, when considering how to share these photographs we encourage parents to use private links with small groups and to be mindful of the privacy of other children included in the photographs by not widely disseminating the photos without their permission. We also encourage families to be mindful of only photographing children in appropriate dress to avoid privacy and cultural issues and to reduce the risk of images being used inappropriately. Students and parents making use of external sites are reminded to adhere to User Guidelines outlined by the respective site and to respect the integrity of the School and its community at all times.

The use of photographs in the media is already subject to strict guidelines, and the School does not allow pupils to be approached or photographed while at School without prior permission of the School authorities.

While Tanglin Trust School recognises the needs and rights of individuals, the School also has a duty to ensure that the activities of the majority are not impinged upon by restrictions. Should any parent or guardian have any objections against their child(ren) being featured in any particular type of image, they are responsible for notifying the School of such objection, via email to the Communications Team: communications@tts.edu.sg . Parents should note that raising objections against photography may necessarily limit the range of activities in which their children may participate.

*for example, the published school Yearbook

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Marketing and Communications Director	ESC – Jan 2015	Feb 2017 May 2019	Marketing and Communications Director; LT	May 2021