

## **Millfield English Language Holiday Courses (MELHC)**

### **Taking, Storing and Using Images – External Contractors**

#### **Our Statement Regarding Photographs and Videos**

First names, photographs or images (including video recordings) may be taken and used online and/or in print for use in promotional material (such as adverts and brochures), on our websites or on social media. On occasion, these may be used for press and media purposes. We may seek specific consent from Parents or Legal Guardians before using a photograph or video recording where we consider that the use is more privacy intrusive. Where the student is of sufficient maturity (usually when aged 12 years or older) we may seek the student's specific prior consent (which may be obtained verbally) in addition to or instead of the Parents' or Legal Guardian's consent.

#### **Your Responsibilities**

- Please ensure you have read and adhere to Millfield's Taking, Storing and Using Images of Children Policy, Millfield's Privacy Policy and Millfield English Language Holiday Courses' Use of Content Policy.
- Please do not link any pictures of students with personal information (including names and/or where they live) without express permission from Mark Greenow, the Director of Holiday Courses and Events. These may require separate consent from parents or legal guardians.
- Photos and videos need to be kept securely. If saved on external hard drives/laptops they need to be in a locked room when not in use.
- External hard drives, devices and laptops should be password protected and/or encrypted.
- If you think that any of your devices have been breached or if you lose an SD card containing images of our students you need to inform the Media Manager immediately. Please upload any photos from SD Cards to a secure location as soon as possible.
- Please be aware that we have other staff members and groups on-site during our courses who are not part of MELHC. Please note, we do not have consent to photograph or video these groups and so please ensure when taking photos that they only contain MELHC staff and students.

#### **Image Rights**

Any photographs or videos taken on the Millfield English Language Holiday Courses (MELHC) should be used for the promotion of MELHC only.

#### **Content Withdrawal**

Millfield Enterprises may withdraw consent to use content at any time and may require you to

immediately, and at your own expense, cease using the content and delete or destroy any copies.

**If you have any questions regarding the above, please contact the Director of Holiday Courses and Events, Mark Greenow, by phone on +44 (0) 1458 444 457 or by e-mail at [greenow.m@millfieldschool.com](mailto:greenow.m@millfieldschool.com)**

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