

# Multimedia Consent Form



Name of the child's parent or guardian:

---

Name of child:

---

Current Grade:

---

Please return the completed form to the school as soon as possible.

Occasionally, we take photographs or produce videos for school purposes that may include our students. These images might be used in our marketing or other printed publications that we produce as well as on our website, our social media or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school is visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Students will often appear in these images, which may be printed in local or national newspapers or shown on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we require your permission before taking photographs or filming your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and will not be used for any other purpose than confirming your permission to use the material.

Please circle your answer

1. May we use your child's photograph (unidentified) in printed publications that we produce for information or promotional purposes such as the ISB Year Book or the Parent Portal) or on project display boards in school?	<b>Yes / No</b>
2. May we use your child's image or video on the school website? <i>Please note that websites can be viewed throughout the world and not just in Germany where European law applies.</i>	<b>Yes / No</b>
3. May we record your child's image on video or webcam, for internal school use only?	<b>Yes / No</b>
4. Are you happy for your child to appear in the media (press or TV)?	<b>Yes / No</b>
5. Are you happy for your child to appear on social media sites used by the school, e.g. <b>Instagram, Facebook, Youtube or Twitter?</b> <i>Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that the aforementioned social media sites can be viewed throughout the world and not just in Germany where European law applies.</i>	<b>Yes / No</b>



## Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends ISB. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves ISB.
3. We will not use the personal details or full names (i.e. first and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason.
4. If we name a student in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of students and teachers that have been drawn by the students.
7. We will use group or class photographs or footage with very general labels, such as 'a Science lesson' or 'making Christmas decorations'.
8. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. It is your responsibility to let us know if you would like to withdraw or change your agreement at any time. This is to be done in writing.
- 10 Images and videos will only be stored within the European Economic Area in order to conform to the General Data Protection Regulation of 2018.
11. If we wish to retain any images or videos for the school's historical archives, we will seek written permission from a child's parents with full and transparent reasons to support the request.
- 12 After a student leaves ISB, we will archive their electronic work for a period of one year. This will be securely stored and hidden from open view on the school network. Parents of students can request evidence of a child's work for up to one year after the student has left the school by submitting a Subject Access Request (SAR) via the School Office. After the archive year has passed, students' data will be completely removed from the school network and become unrecoverable.

Please note that the press has some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

**I have read and understood the conditions of use and give my consent for my child's image/s and videos to be used as described above.**

**Your signature/s** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Your name/s (in block capitals)** \_\_\_\_\_