



Originator: S Morse
Department: Schools
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Photo and Video Policy

This policy is for students, parents and staff members. It gives information on what you are agreeing to when you give permission for your/ your child's images to be used by Twin.

In giving permission for Twin to take and use photographs and videos of you/ your child during your/ your child's stay with us, you agree that:

- 1) Twin's photographers can take photos or videos of you/ your child at any time during your/ your child's Twin programme.
- 2) The photos or videos and any reproductions or adaptations can be used for advertising, social media, or any other purpose.
- 3) You or your children do not have any right to inspect or approve any finished product that may be used.
- 4) You or your child will not receive any payment of any kind for the use of the photographs or videos.
- 5) Any photos or videos will be kept by Twin for a maximum of 3 years.
- 6) Hard copies of photos will be kept in a locked drawer and electronic photos or videos will be in a protected folder with restricted access. Only cameras or devices belonging to Twin will be used to take the photos or record the videos.
- 7) Twin will try to ensure any photos and videos are only used for the purposes they are intended. If you become aware that they are being used inappropriately you should inform the Executive Head immediately.
- 8) The names of students under 18 years of age will not be used in photograph captions and they will not be tagged on social media.

If you have any questions about this policy, please contact Sarah Morse, Executive Head, by telephone on 020 8269 5669, or by email at smorse@twinuk.com.