



DISCOVERY
EDUCATIONAL TRUST

**Privacy Notice – School Photographs
and Additional Activities**

School Photographs and Additional Activities

Discovery Educational Trust (DET) and its Schools are required by law to retain a photograph of each pupil as part of their educational record. DET and its Schools sometimes wish to use digital images, e.g. photographs, videos and audio recordings, to enhance education provision, inclusion and recreation. When this is the case, they seek the consent of the parent/carer, or, where pupils are aged 12 or above, from the pupil themselves. Where consent has been provided for the use of images, and the pupil has left the School, DET/its Schools rely on legitimate interests as the legal basis when retaining digital images for archiving purposes. If you would like a copy of the Legitimate Interest Assessment completed for this activity, please contact the relevant School Office.

As DET/its Schools rely on consent when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the relevant School. Every effort is made to delete the images, but please note that, where consent has been provided for the publication of the images, DET/its Schools may be unable to locate and delete the image on request, although reasonable steps are taken to do so.

Each DET School is the Data Controller for this information. This information may be shared in order to celebrate successes or promote DET/School education services. Please note that DET/its Schools only share information required for that particular purpose, and then only the minimum required. DET/its Schools may share digital images with your consent with:

- The Trust/School website provider;
- Local media;
- School photographer;
- Essex Records Office;
- Social Media platforms.

No digital images are routinely available outside of the UK. However, where digital images are used on Social Media, in publications, or on DET/School websites, access to such images cannot be restricted to the UK.

Additional School Activities

DET and its Schools may offer extra-curricular activities, for example, recreational school trips, sporting events and pupil support services (e.g. Speech and Language Therapy). The types of personal information that may be used includes:

- Names;
- Emergency contacts;
- Health information;
- Date of birth;
- Passport information.

In these circumstances, DET/its Schools rely on your consent. DET/its Schools seek the consent of the parent/carer, or, where pupils are aged 12 or above, from the pupil themselves. Permission for pupils to go on trips is sought from the parent/carer. As DET/its Schools are relying on your consent, you can withdraw consent at any time by contacting the relevant School Office.

Personal information used for such purposes is kept for the duration of the planning and execution of the event, and for as long post-event as is reasonable to handle any resulting queries or complaints.

No personal information is routinely available outside of the UK. However, in the case of overseas trips, information is used in other countries. Where this is the case, this is done with your consent and with appropriate safeguards in place.

For information about your rights in relation to this use of your personal information, please see Section 5 of the DET overarching Privacy Notice.