



**AUDIO OR VISUAL RECORDINGS
AND PHOTOGRAPHS NOTICE**

**Les Ateliers
60 Clancarty Road
SW6 3AA London**

Audio or Visual Recordings and Photographs Notice - Les Ateliers
This policy was originally written on 2nd May 2018.
It is to be reviewed by the Trustees by September 2021.

All Ateliers' policies follow the expectations of the current Keeping Children Safe in Education document from the Department for Education.

Ce document est disponible en francais sur demande.

FAIR PROCESSING NOTICE: AUDIO OR VISUAL RECORDINGS AND PHOTOGRAPHS.

The purpose of this notice, in accordance with the Data Protection Act 1998, is to let you know that Les Ateliers may take and use audio or visual recordings and photographs of your child, never including your child's name, for the following purposes:

- to be displayed on Les Ateliers website;
- to appear in publications (including, but not limited to, Ateliers prospectuses, marketing materials and annual reports);
- displays and exhibitions relating to Ateliers activities or events;
- newspapers or for general publicity purposes; and
- any educational purposes.

Audio or visual recordings and photographs of your child may also be used for the above purposes after they have left Les Ateliers.

**If you wish to opt out to audio or visual recordings and photographs being taken of your child, or if you would like us to remove any specific audio or visual recording or photograph of your child from an existing Ateliers publication, Ateliers website or display, please contact us for withdrawals and information:
office@lesateliersdefulham.co.uk**

This policy was adopted by:	Date:
To be reviewed: September 2021	Signed: