

## Completing photo consent on Tucasi Scopay



Please find below a brief guide below showing the process of completing photo consent on Tucasi Scopay. *Full details on how photographs will be used and stored can be found at the end of this guide.*

### Please follow the below procedure

- Login to Tucasi Scopay and go to Trips and Events. Click the Consent box for your son/daughter if they are attending the trip
- Please then click the View Options box (see below)

▼ TRIPS AND EVENTS

Yr7 Guilford Cathedral - Slough Mosque Oct 2021 £18.00

Consent: OK Owed: £0.00

- After clicking View Options, the below box will appear
- Underneath the heading Trip Details, please tick the Photo Consent box if you are happy to agree to photographs being taken and then click save

← YR7 GUILFORD CATHEDRAL - SLOUGH MOSQUE OCT 2021

Enter payment amount:

Cost: £18.00

Paid so far: £18.00

Consent:

**TRIP DETAILS**

Trip date(s):  
Thu 7 Oct 2021

Payment schedule:  
Thu 16 Sep 2021 £18.00

Trip requirements:  
Photo consent

This procedure can be carried out even if you have already completed original consent and made payment.

If you have any difficulties with this procedure or have any queries, please contact the school office on 0118 978 1144 or email [contact@crispins.co.uk](mailto:contact@crispins.co.uk)



**Purpose for which photograph and/or video will be used:** To share students extra curricular experiences with parents, staff and the community

**Where will images be used:** Images will feature on school/trust social media (Twitter, Instagram and Facebook), school/trust newsletters and other promotional publications, The Circle Trust and St. Crispin's websites and in-school displays.

**Where will images be stored:** The photographs will be stored on St. Crispin's secure network/files.

Please note:

- Displays in school are generally viewed by staff, pupils, parents, guardians and other visitors to the school.
- Printed publications are available to anyone.
- Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school.
- Social Media can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from Social Media, images and information can no longer be controlled by the school.
- Videos may be used on our websites. Websites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from the website, images and information can no longer be controlled by the school.

**Where your son/daughter is over 13 years of age, we recommend that you complete this form with them, as they may be able to decide how their data may be used in certain circumstances.**

As St. Crispin's is an academy and part of The Circle Trust we may also use images or videos of students in our printed publications (such as newsletters and promotional publications), in school displays, The Circle Trust website, social media or local and national newspapers/websites/television.

In using photographs and videos of students, it is important that we protect your son/daughter's interests, respects and wishes and comply with Data Protection law.

- The consent you give is valid until your son/daughter leaves the school except in the case of newsletters, websites, social media and school prospectus where consent will remain until the images/videos are no longer needed. You may change your mind in relation to any consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to. Your consent will automatically expire after this time.
- St. Crispin's / The Circle Trust will not re-use any photographs or recordings of your son/daughter that are incompatible with the original purposes explained to you.
- If we use photographs of individual students, we will not use the full name of that student in any accompanying text or caption without consent, nor will we include any other personal data.

- We may use group or class photographs or footage with very general labels, such as 'science lesson'.
- Parents/carers should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies) and, when copied from the website, images and information can no longer be controlled by the school.

Please note that you can withdraw consent at any time. If you have any queries or wish to withdraw or review your consent, you can contact Kelly Barnby ([barnbyk@crispins.co.uk](mailto:barnbyk@crispins.co.uk)) – School Business Manager.