



June 2016

### **Photographic Policy for FoR Events**

The Friends of Rowan (FoR) often takes photographs of children and adults attending the events that FoR organise, both on and off the School premises. These may then be used on the FoR website, or on posters or flyers for the promotion of FoR events.

As they join the school, Parents are asked by School to complete a form giving permission (or otherwise) to both School and FoR to use photos of their daughters in this way. School will share this information with FoR to enable us to ensure no photos are used of girls whose parents have not granted this permission

In our use of such photos we adhere to the United Learning guidelines (attached) which are also used by the School. Those guidelines include never using the names of any child or adult in conjunction with a photograph, without their specific consent.

Attendance at any FoR event, such as the Summer Fair, is deemed as consent for your and your children's image to be used by FoR in this way. Event posters and flyers will state that photos will be taken and refer to the website location of this policy.

However, we understand that not everyone is happy for their images to be used in this way, so we are asking you to please let us know, in writing, if you do not wish your or any of your children's photo to appear on the FoR website or on any of the FoR marketing or publications.

You can do this by emailing [privacy@friendsofrowan.org](mailto:privacy@friendsofrowan.org) or writing to the FoR Secretary, Friends of Rowan Association, c/o Rowan Prep School, 6 Fitzalan Road, Claygate, Esher, Surrey KT10 0LX.

If you haven't withdrawn your consent in this way, but see a specific picture of you or your children that you prefer we did not use, then please let us know by emailing [privacy@friendsofrowan.org](mailto:privacy@friendsofrowan.org) and we will remove it as soon as we can.

Pictures of School staff will never be used by FoR without their specific permission.

**The Friends of Rowan Association**

**Registered Charity no. 1058466**