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ELT/JT/GW

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Annwyl Parent/Guardian

Photographs and Videos of students at Bassaleg School

As you will be aware, the use of photographs and videos continues to grow in the realm of education. Photographs of pupils are stored on their school files as provided for in our Data Protection Register Entry under the terms of the Data Protection Act. At Bassaleg photographs are used for a variety of purposes in the course of the school year and video clips are also used both to record students' work and as a teaching tool.

Listed below are the current uses of images of students at Bassaleg, all of which are provided for in our Data Protection Register Entry:

1. Photographs and videos which students take of themselves and each other as part of their creative studies and which feature in their portfolios of work. This is most common in subjects like Art, Drama and PE at GCSE and A level.
2. Photographs and videos taken by teachers and used in class as part of the teaching and learning process. This practice is common in English, Drama and language lessons.
3. Photographs and videos taken by teachers and used for teacher training purposes within school.
4. Photographs of children at work used in displays around the school and in the weekly internal school bulletin.
5. Photographs and videos of school concerts and other events.
6. Photographs used in school prospectuses, newsletters and on the school website.
7. Photographs and videos taken by the media at the school's invitation.

At Bassaleg full names of children are not included with photographs in school publications or the media without the permission of parents/guardians.

If you would like to discuss any of the issues raised in this letter then please do not hesitate to contact the school.

Yr eiddoch yn gywir

**E J Thomas
Headteacher**