

# Images Policy – Staff Workforce



**ST CLARE**

Catholic Multi Academy Trust

**Adopted by St Clare Trust Board;**

June 2022

**Next review by St Clare Trust Board;**

By 31 Jul 2026

# St Clare Catholic Multi Academy Trust Images Policy for the workforce

This policy should be read in conjunction with the Trust's Data Protection Policy and Privacy Notice for the Trust Workforce.

## Collection and Use of Images of the Trust Workforce

We collect still images of the Trust workforce, and use them under the following Articles of the GDPR:

6 (1) a Where we have consent to do so.

Consent will be obtained through an opt-in process, and will not be assumed.

For example;

Images used in newsletters, good news stories and marketing materials;

6 (1) e For the legitimate purpose of running an academy.

For example, to safeguard children by identifying the Trust workforce.

We collect video images of the Trust workforce, and use them under the following Articles of the GDPR:

6 (1) a Where we have consent to do so.

Consent will be obtained by an opt-in process, and will not be assumed.

For example:

- Video images used in training materials;
- Video images used in good news stories and marketing materials.

6 (1) e For the legitimate purpose of running an academy.

For example:

- CCTV footage that is used to assist with the safety and supervision of pupils;
- CCTV footage that is used to safeguard the Trust workforce, pupils, visitors and Trust property (for example by allowing investigation into incidents or complaints).