

## LEARNER & PARENT/GUARDIAN CONSENT FORM

Christel House South Africa is a non-profit organisation for grades RR-12 that uses a broad range of marketing and fundraising activities to promote the school. As part of these activities, we take photographs and videos of our learners (and sometimes parents/guardians) to use for marketing, promotional or fundraising purposes on/in our social media (Facebook, Twitter, Instagram, YouTube and LinkedIn), website, newsletters, brochures, funding reports, slide shows, or other publicity materials (such as media releases).

If we use photographs or video recordings of individual learners, we will not use the full name of that child in the accompanying text or photo caption.

From time to time, our school may be visited by the media and our donors and partners who will take photographs or video footage of our learners and parents/guardians, which may appear in local or national newspapers, approved websites or on televised programmes. Christel House South Africa staff will always endeavour to ensure that video or photographic footage of learners and parents/guardians are taken with their full consent, in a respectful manner and not cause indignity to the learner, the parent/guardian, their family or the school in any way.

To comply with the Protection of Personal Information Act (POPIA), we need your permission before we can photograph or make any video recordings of your child or yourself as the parent/guardian. Please complete the questions below, then sign and date the form where shown and return the completed form to the school office.

Full Name of Child: ..... Grade: .....

**Please circle your answer:**

1. Do you give permission to Christel House South Africa to photograph & video your child and yourself as the parent/guardian and to use the photographs and videos for marketing, promotional and fundraising purposes?  
.....**Yes/ No**
  
2. Do you give permission to donors, partners and media associated with Christel House South Africa to photograph and video your child and yourself as the parent/guardian to use for general marketing and public relations purposes?  
.....**Yes/ No**

Such photographs and videos may appear in newspapers, approved websites, brochures, social media or other publicity materials without any compensation to yourself or your child.

**Please note:**

Conditions for use of these photographs are on the back of this form. I have read and understood the conditions of use on the back of this form.

Parent / Legal guardian Name.....

Signature: .....

Date: .....

### Conditions of School Use:

This form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time.

- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image or video on our website, in our school newsletter, social media or in any of our printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school newsletter or in other printed publications.
- If we use photographs of individual learners, we will not use the full name of that child in the accompanying text or photo caption, unless we have your agreement.
- If we use the full name of a learner in the text, we will not use a photograph of that child to accompany the article, unless we have your agreement.
- We may use group or class photographs or footage with general labels, such as "Robotics workshop".
- We will only use images of learners who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites can be viewed throughout the world/Internationally and not just in South Africa.
- Parents / Guardians' consent will be recorded on the school's Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for. The paper copy will be retained in school files.
- As the child's parents/guardians, you agree that if you take photographs or video recordings of your child which include other learners, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the Protection of Personal Information Act if you used the recordings for any wider purpose.
- Further use – if we ever need to use photos/videos of you or your child in a way that has not been specified in this consent form we will ask for individual consent for the specific processing activity.