



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

"Let all that you do be done in love." 1 Corinthians 16:14

2nd September 2026

Dear Parents/Carers,

Legal Basis for taking photographs/digital images will now be Legitimate Interest, and not Consent

We are proud of our school and our children's achievements. To celebrate these and to promote the school within the local and wider community, we may capture digital images of children and staff during lessons, events and activities. The following are just some examples of when we might capture images. Note that this list is not intended to be exhaustive:

- Displays within school and on our website
- Through use of social media (Facebook & Instagram)
- In our regular newsletters
- Local media, such as newspapers (physical and online)
- In our school prospectus
- School trips and residentials
- Sports days
- Official whole school/class photos that are taken annually alongside individual photographs for purchase
- Through use of other platforms such as Google Classroom & Seesaw

Previously, we have always asked for your consent, via the school admissions form (on joining the school) and then annually (via your child's Home School Diary) for digital images to be captured. However, regulatory advice from the Information Commissioner's Office (ICO) recently advised schools that asking for consent for capturing digital images was not necessary. The guidance ([see here](#)) states that, if we are capturing digital images of pupils/staff for promotional purposes, we can rely on our Legitimate Interests, rather than seek your consent.

This means that we will no longer require your consent for capturing digital images. However, **this does not remove your right to opt-out of having digital images of your child(ren) captured**. If you do not want your child's digital images to be captured, you must indicate this via the personal information we ask you to complete via the Arbor app. If you opt out either now or in the future, your child's record will be noted accordingly.

You will have received via email a unique login when your child started the school, that contains guidance and instructions of how to download the app and set up your secure account. You must then

A Christian community where children are known by name and loved, which empowers them to learn and to grow in faith, knowledge and fellowship.

Sawyers Hall Lane, Brentwood, Essex CM15 9BX

Telephone: 01277 223651 admin@stthomaspri.essex.sch.uk www.stthomaspri.org

Headteacher: Mr D. M. Moran



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complete/check your child's confidential information, contact details, medical needs and **media consent** which will be securely held on your child's school records.

If you change your mind at any time and wish to opt back in, please contact the School Office in writing or by emailing admin@stthomaspri.essex.sch.uk

Our school admissions form (via Arbor) has also been updated to reflect this change, and we have updated our privacy notice for school photos and additional activities. Please see the school website for further details (www.stthomaspri.org)

It is important to note that we will no longer check with you periodically (other than at the beginning of each academic year) that you remain happy for digital images to be captured, and we will work under the assumption that digital images can be captured unless you advise us otherwise.

If we publish a digital image online or in the media, we will not use the pupil's name (or will use first name only).

Previously, your consent for digital images to be captured was split into different categories, for example, displays in school, social media etc. We will no longer make this distinction. If you do opt-out of digital images being captured, absolutely no digital images will be captured (other than for the pupil record, which is required by law).

If you have any queries regarding this change in policy, please feel free to contact the School Office at admin@stthomaspri.essex.sch.uk

Yours sincerely,

Mr Dean Moran
Headteacher

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