

The purpose of this policy is to ensure that McMaster Films obtains the proper consent from parents or guardians before using any photographs or video footage of the students in any promotional material, including the school's website, social media accounts, and other advertising.

Policy:

- 1. Obtaining Consent: McMaster Films must obtain consent from the parents or guardians of the students before using any photographs or video footage of the students for promotional purposes. This consent form must include details about the intended use of the photographs or video footage, including where it will be published.
- 2. Consent Forms: The consent forms must be provided to the parents or guardians via McMaster Films website and should returned before any photographs or video footage of the students can be taken or used.
- 3. Withdrawal of Consent: Parents or guardians may withdraw their consent at any time by providing written notice to McMaster Films. The school must remove any photographs or video footage of the student from any promotional material within 30 days of receiving the notice of withdrawal of consent.
- 4. Use of Photographs and Video Footage: McMaster Films will only use photographs or video footage of the students for promotional purposes, and will not use them for any other purposes without obtaining separate consent from the parents or guardians.
- 5. Confidentiality: McMaster Films will ensure that all photographs and video footage of the students are kept confidential and will only be accessed by authorised personnel for promotional purposes.
- 6. Responsibility: It is the responsibility of the McMaster Films to ensure that all necessary consent is obtained before using any photographs or video footage of the students for promotional purposes.
- 7. Review: This policy will be reviewed annually to ensure that it continues to reflect current best practices and legal requirements.

Conclusion:

This policy outlines McMaster Films commitment to obtaining proper consent from parents or guardians before using any photographs or video footage of the students for promotional purposes. It also highlights the school's responsibility to maintain the confidentiality of the students' personal information and to ensure that it is used in a responsible and respectful manner