

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Declaration: Photos, Videos and Lesson Recordings

Consent, use and protection of learner images and recordings

Document	Declaration: Photos, Videos and Lesson Recordings
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Approved by	Proprietor + Governing Body

1. Purpose

This document sets out how The Haven uses photographs, videos and lesson recordings; the basis on which consent is collected; and how learner images and recordings are protected. It is read alongside the Data Protection Policy, the Quality Assurance Policy, the Online Safety Policy, and the Privacy Notice for Students and Parents.

2. What this covers

- Lesson recordings of live online sessions.
- Transcripts generated from online sessions.
- Photographs taken at in-person The Haven events.
- Videos and recordings made for promotional, training or educational purposes.

3. Lesson recordings

Live online sessions may be recorded for the following purposes only:

- Quality assurance, in line with the Quality Assurance Policy.
- Safeguarding review, where a concern has been raised.
- Reflective supervision and educator training.
- Provision of learning material to learners who could not attend live, where appropriate. Recordings and transcripts are accessible only to authorised senior staff and the DSL. They are not used routinely or watched in full unless required. Retention is governed by the Data Retention Policy.

4. Consent for lesson recording

Families and learners are informed at the point of admission that sessions may be recorded for the purposes listed above. Continued participation constitutes acceptance of the practice. Where a learner asks not to appear on camera or have their voice recorded, the request is honoured and noted; the learner may still participate fully through chat or other means.

5. Promotional photographs and videos

Photographs and videos used for promotional purposes (website, social media, fundraising, annual report, press) are only used with explicit, written, informed and revocable consent from the learner (where age and capacity allow) and from a parent or carer. Consent is recorded in writing and held by the Data Protection Lead.

Consent is specific and not blanket. Consent for one purpose is not consent for another. Consent can be withdrawn at any time, after which the image or recording is removed from future use; reasonable efforts are made to remove it from existing material, recognising that some externally published material may persist.

6. Use of images of identifiable individuals

Identifiable individuals — particularly children — are only featured in promotional material with explicit consent. Where a learner does not wish to be identified, alternative material is used. Anonymised or aggregated images may be used without individual consent, provided that no individual is identifiable.

7. Staff photographs

Staff photographs used externally are taken and shared with the staff member's written consent. Consent can be withdrawn at any time.

8. Third-party platforms

Where photographs or videos are shared via third-party platforms (e.g. social media), The Haven acknowledge that material may be downloaded or republished. Families are made aware of this risk before consent is given. Material involving children is not shared in any context that The Haven judges to carry undue risk.

9. Withdrawal of consent

Consent can be withdrawn at any time by contacting the Data Protection Lead. Withdrawal is honoured promptly.

10. Roles and responsibilities

- Data Protection Lead: Maintains consent records and oversees use.
- DSL: Oversees the safeguarding aspects of image and recording use.
- Head: Approves promotional material featuring identifiable individuals.
- All staff: Follow this policy in any photography, video or recording activity.

11. Related documents

- Data Protection Policy

- Quality Assurance Policy
- Online Safety Policy
- Privacy Notice for Students and Parents
- Data Retention Policy
- Safeguarding and Child Protection Policy

12. Review

This declaration is reviewed annually by the Data Protection Lead and the DSL and approved by the Board of Governors.

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