

The Ellen Wilkinson School for Girls

Web Site Data Protection Policy

The Ellen Wilkinson School website has been designed to showcase the very best of our school to parents, relatives and friends of the school, our local community and to the world via the Internet. One part of portraying the school will be the inclusion of examples of children's work together with photographs taken in and around the school, on school visits, at sporting events, during school performances etc.

We believe that pictures of our pupils are a valuable part of delivering an accurate portrait of the school; however we acknowledge that we must adhere to certain restrictions in order to ensure the safety of everyone that we feature on our site.

Therefore, the following rules will apply to **all** content that is provided on our site:

1. If a photograph of a child is published it will never be accompanied by the pupil's name.
2. If a pupil is named there will never be an accompanying photograph.
3. Where possible, pupils will be photographed in groups; however, if a pupil is featured on their own special permission will be sought from the parents before the image is published on the site.
4. All parents, pupils and staff of EWS have the right to request that images of themselves or their children are not published on the site. Withdrawal of permission must be made via the completion of the appropriate form that must be returned to the Web Manager.
5. If moving images of pupils (video etc) are to be featured on the site then clips will be kept to a minimum length. If an extended clip is to be used then individual permission will be sought.

We believe that the website is fundamentally a positive aspect of our school and the integrity of the Web Manager and EWS staff in general will ensure that no inappropriate material is published. However, if you do have any specific enquiries in addition to the rules listed above then please contact the Web Manager by phoning or writing to the school or sending an email to this address: ews_web@postmaster.co.uk

Finally if you feel you can help us in building our site and keeping it fresh with new ideas, we would be delighted to hear from you. The address for our website is www.ellen-wilkinson-school.co.uk

James Gillingham
Website Manager
April 2004