BEPS International School
23, Avenue Franklin Roosevelt
1050 Brussels, Belgium
Tel: +32 (0)2 648 4311
Email: info@beps.com

Policy on Publication of Photographs and Videos

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This Policy on Publication of Photographs and Videos establishes the framework in which BEPS International School ("the School") may take and use the photos or recordings of its students.

The legal basis that allows the School to take and use the images or recordings of students is based on **both the school's legitimate interests (where consent is not required)** and, **in some specific cases, consent granted by parents / legal guardians.**

The permission to use images or recordings is for the period during which the child is a student at BEPS. **Consent for the use of images and recordings will be collected on a yearly basis**, at the enrolment or re-enrolment stage. After a student leaves BEPS, images and recordings will only be processed for storage/archiving purposes and for the alumni database.

1. Photographs taken in the legitimate interest of the school

1.1 Photos documenting your child's learning

BEPS staff and students take untargeted photographs and videos throughout the school year to record student learning and share news across the community. These images are shared on school internal digital platforms such as parents' and students' portals. Personal details, full names (first name and surname) or other elements which may lead to the identification of the student will not be disclosed on, or alongside, a picture or recording. The school will only use pictures of appropriately dressed students.

Untargeted pictures

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Untargeted pictures are images that represent a general and non-staged situation of life or learning, without being posed and without specifically highlighting one or more people (for example a group photo of the class during a walk in the forest or a sports activity, a group of students playing in the playground)

According to the Belgian Data Protection Authority, for untargeted pictures it is sufficient to inform the parents that such images are taken, and for what purpose and for which publication.

1.2 Video surveillance

In order to increase the security of students, video cameras have been placed at strategic locations inside and outside of the school building. The recordings on these videos are kept for 1 month before being overwritten. Images are accessible only by the administration staff in the event of an incident. They may, if requested, be handed over to the authorities.

1.3 External or public events

If your child participates in an external event representing the school (e.g. sports tournament, international choir day, international quiz, etc.), we are not able to control the photographs taken by the organiser or the other participants. The same also applies to participation in BEPS public events (eg: Winter Concert, International Day or the Talent show) or social events taking place at BEPS in the evening or at the weekend (e.g. PTA events and school celebrations).

2. Photographs requiring consent

Unless we have your consent to use photographs for the purposes outlined below, identifiable (targeted) photographs of your child will only be used for the purposes described above.

Please note that the notion of **targeted** will apply to an image of an individual, or an image in which one or more people are highlighted during a group activity, or to an image for which one poses (for example, the traditional class photo or an individual photo).

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Please note that images of large crowds wherein face cannot be easily distinguished (untargeted pictures) and therefore identified will not require the consent of each child photographed.