



QUEEN BOUDICA  
PRIMARY SCHOOL

Queen Boudica Primary School  
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Head Teacher - Ms Clare Woodward

15th June 2018

Dear Year 4 Parents,

RE Colchester Castle Trip – Brochure Photographic Permissions

Colchester Castle are looking to update all of the images used in their schools' brochure and marketing and so have photographers in the Castle next week. They have asked if any of the children visiting from Willow and Holly Classes next week would like to feature in the new brochure.

Karen Webber, Business Support Officer for the Colchester + Ipswich Museum Service, has assured the school that images taken will only be used for their own marketing, will not be shared with anyone else and that no children will be named.

If you are happy for your child to be photographed and have their images used as described above, please give your consent by signing the form on the reverse of this letter, and returning it to the school office by 4pm on Monday 18th June.

Yours sincerely,

*C. Woodward*

Ms Clare Woodward  
Head Teacher



love learning  
care for everyone  
aim high



# Colchester Borough Council Image Release Form

Colchester Borough Council would like to use you in its publicity.

The pictures or footage taken may be sent out to the media with a press release, used for promotional publications/displays, on our websites, social media platforms, in advertising and other channels. (Please note that websites and social media can be seen throughout the world and not just in the United Kingdom, where UK law applies. Social media platforms are also covered by their own Terms and Conditions of use.)

- To help us comply with Data Protection regulations, we'd like your permission before we take any pictures or footage of you.
- Photos will be stored in a secure location and only authorised staff will have access to them. Photos will be kept for use for five years and after that time will be moved to a secure archive for reference purposes only. In the future they may be used again for reasons such as historical referencing.
- Footage will be stored in a secure location and only authorised staff will have access to it. Footage may appear in films hosted on our YouTube channel, our website and on our social media platforms. Footage not in use after five years will be moved to a secure archive for reference purposes only. In future it might be used again for reasons such as historical referencing.
- We will not use the images or footage taken, or any other information you provide, for any other purpose. Personal contact information will not be disclosed.

Sometimes we might need to submit photos/footage of you to third parties (for award entries, for example). Those submissions might be used on third party websites, in the press and on social media. If you are happy for us to use photos or footage of you in this way, please tick this box.

You can request at any time that photos or footage of you is deleted by emailing [communications@colchester.gov.uk](mailto:communications@colchester.gov.uk)

Please sign and date this form where shown.

Name

Address

Postcode

Telephone

Location of Photograph/filming and event name

I have read, understood and agree to the information above

Signed

Dated

I am a parent/guardian signing on behalf of a child or vulnerable adult.

## OFFICE USE ONLY Must be completed

Description of photographs taken  
(brief description noting buildings people etc to help with identification including of the individual this form covers)

Image file names  
(for example, 'Park launch, Feb 18, 1,' if more than one image, give starting and ending file name)