

## **Polisi Tynnu Lluniau i Bwrpas Cyhoeddusrwydd Cyngor Gwynedd**

### **1. Cefndir**

- 6.1 Mae datblygiadau technolegol yn ei gwneud hi'n llawer haws defnyddio lluniau a delweddau mewn print ac ar y we. Yn sgil hyn daw'r cyfrifoldeb i sicrhau nad yw plant ac unigolion bregus yn cael eu ecsbloetio.
- 6.2 Y mae hwn yn faes cymhleth iawn a bwriad y polisi yma ydy cynorthwyo swyddogion i sefydlu trefniadau ar gyfer sefyllfaoedd lle mae plant, unigolion ag anableddau dysgu neu bobl hyn fregus :
  - a. Dan oruchwyliaeth y Cyngor;
  - b. Ar eiddo y Cyngor.
- 1.3 Cyhoeddir y polisi yma er mwyn ceisio sicrhau na fydd y Cyngor nac unigolion sy'n gweithio i'r Cyngor yn rhoi eu hunain mewn sefyllfa lle gallent gael eu herlyn am gamddefnyddio lluniau ac i osgoi sefyllfaoedd lle mae diogelwch plant yn cael ei roi yn y fantol.
- 1.4 Maent yn gwahaniaethu rhwng tynnu lluniau "preifat" sef lluniau gan rieni, teulu agos, ysgolion i'w pwrpas eu hunain a lluniau "cyhoeddus", e.e. lluniau fyddai yn mynd i'r wasg, cyhoeddiadau, arddangosfeydd cyhoeddus.
- 1.5 Mae'r term "lluniau" yn cael ei ddefnyddio ar gyfer ffotograffiaeth (ffilm a digidol) , fidio a cameru ffon symudol.

### **1. Lluniau i bwrpas preifat**

- 2.1 Mater i'r ysgolion / canolfannau / cartrefi / clybiau / gwasanaethau eu hunain ydy sefydlu trefniadau ar gyfer y math yma o luniau gan benderfynu beth sy'n ymarferol ac addas ar gyfer amgylchiadau lleol a bydd canllawiau i'w datblygu ar gyfer gwasanaethau penodol yn nodi trefniadau gweithredu.

### **2. Lluniau "cyhoeddus"**

- 3.1 Defnyddir y term "cyhoeddus" ar gyfer lluniau a dynnir gan y wasg, neu i bwrpas unrhyw fath o gyhoeddusrwydd.
- 3.2 Os oes modd adnabod y plentyn neu'r unigolyn o'r llun neu os oes enwau yn cael eu cynnwys rhaid :
  - 6.1.1 Sicrhau caniatâd rhiant neu warchodwr ymlaen llaw ac yn ysgrifenedig gan gadw cofnod o'r gytundeb;
  - 6.1.2 Nodi yn glir y gallasai llun gael ei osod ar wefan – tydi ddweud "i'w ddefnyddio mewn cyhoeddiadau" ddim digon da;

- 6.1.3 Cadw cofnod ar ffeil o unrhyw un sy'n gwrthwynebu tynnu lluniau o'u plant neu unigolion dan eu gofal.
- 6.2 Does dim rhaid dilyn y drefn yma ar gyfer llun o griw o bobl ifanc o'r cefn, neu lle nad oes modd adnabod unigolion. Ond os oes unrhyw amheuaeth, gwell bod yn ofalus a chael caniatâd.
- 6.3 Er mwyn osgoi sefyllfa o orfod cael caniatâd bob tro mae angen llun awgrymir sefydlu trefniadau lleol i sicrhau caniatâd fyddai'n ymestyn dros gyfnod o amser e.e. mewn ysgolion rhoi cymal ar batrwm yr isod yn y llawlyfr ysgol:

*O dro i dro bydd lluniau yn cael eu tynnu o'r plant yn cymryd rhan mewn gweithgareddau gyda'r ysgol. Gall rhai o'r lluniau yma gael eu rhoi yn y papurau newydd, eu cynnwys mewn cyhoeddiadau neu ar safleoedd gwe yr ysgol, Cyngor Gwynedd neu sefydliadau eraill y byddwn yn cydweithio â nhw. Os nad ydych am i'ch plentyn gael ei g/chynnwys mewn lluniau i'r pwrpas yma wnewch chi ysgrifennu at Bennaeth yr ysgol i ddweud hyn.*

a chymal tebyg wrth gofrestru ar gyfer gwersi neu ymaelodi â Chanolfan Hamdden a threfn debyg ar gyfer clybiau ieuenctid neu weithgareddau eraill dan arweiniad y Cyngor.

- 6.4 Mae'r wasg bob amser yn awyddus i gynnwys enwau plant gyda'r lluniau - os oes i beidio cynnwys enwau dylai'r sawl sy'n goruchwylio egluro hynny wrth y ffotograffydd/newyddiadurwr.

#### **4. Defnydd o luniau**

- 6.1 Wedi cael caniatâd ac wedi tynnu lluniau dylid gosod dyddiad arnynt a sefydlu trefn ar gyfer eu ffeilio.
- 6.2 Ni ddylid defnyddio lluniau allan o'u cyd-destun e.e. os oes llun wedi ei dynnu mewn parc i hyrwyddo adnoddau newydd ni ddylid defnyddio hwnnw wedyn mewn dogfen ar gam-drin plant neu lun o blant mewn meithrinfa yn cael ei ail-ddefnyddio ar glawr dogfen am HIV ac AIDS.
- 6.3 Wrth yrru llun allan i drydydd parti dylid nodi yn glir i ba bwrpas mae i gael ei ddefnyddio a chofnodi hyn.

#### **5. Trefniadau Arbennig ar gyfer Canolfannau Hamdden**

- 6.1 Mae angen gofal arbennig wrth dynnu lluniau mewn canolfannau hamdden/pyllau nofio. Dylid sicrhau bod y plant a'r bobl ifanc wedi eu gwisgo yn addas, yn arbennig felly mewn gweithgareddau fel nofio, gymnasteg ac athletau. Gyda'r campau hyn dylai cynnwys y llun ganolbwyntio ar y gweithgaredd. Pan fo angen cael lluniau o unigolion dylid sicrhau eu bod wedi gwisgo yn briodol cyn tynnu'r lluniau.

- 6.2 Ni ddylid caniatáu tynnu unrhyw luniau, na chaniatáu i neb fynd â camera o unrhyw fath (gan gynnwys ffôn gyda camera) heb ganiatâd rheolwyr y ganolfan. Golygai hyn y byddai ffotograffydd yn derbyn caniatad y rheolwr cyn tynnu llun o unrhyw fath.
- 5.3 Dylid sicrhau arwydd cadarn ymhob derbynfa yn egluro ni chaniateir tynnu lluniau heb gytundeb y rheolwr ymlaen llaw
- 5.4 Dylai Rheolwr y Ganolfan gadw cofrestr yn nodi pryd ac i ba bwrpas y tynnwyd lluniau "cyhoeddus" gan ffotograffwyr proffesiynol. Os nad oes gan y ffotograffydd gerdyn adnabod.
  - i. Enw, cyfeiriad a rhif ffon y sawl sy'n defnyddio'r camera;
  - ii. Enw/enwau pwy sydd i fod yn y llun;
  - iii. Y berthynas rhwng y sawl sy'n tynnu y llun a'r rhai yn y llun;
  - iv. Y rheswm dros dynnu y llun a'r defnydd a wneir ohono;
  - v. Rhif penodol i gofrestru dyddiad y llun
  - vi. Datganiad wedi ei arwyddo yn dweud bod yr wybodaeth yn gywir. Dylid cadw'r ffurflenni hyn yn y Ganolfan.
- 5.5 Wedi rhoi caniatâd i unigolyn dynnu llun dylai aelod o staff y ganolfan cadw golwg ar y sefyllfa i sicrhau bod y sawl sy'n tynnu y llun yn cadw at y canllaw.
- 5.6 Dylid gwahardd camerâu a ffôn sy'n tynnu llun o'r manau canlynol a gosod posteri clir yn nodi hynny:
  - i. Pob lle newid;
  - ii. Ystafelloedd Iechyd
  - iii. Ystafelloedd sauna
  - iv. Ystafelloedd lle mae'r gwelyau haul
  - v. Toiledau

## **6. Comisiynu Ffotograffwyr**

- 6.1 Mae'r mwyafrif o ffotograffwyr sy'n cael eu defnyddio gan y wasg, a ffotograffwyr proffesiynol yn aelodau o gyrff proffesiynol, ac fel aelodau o gyrff o'r fath bydd ganddynt gerdyn adnabod ac mae'r rhan fwyaf wedi sicrhau tystysgrifau y CRB (Criminal Records Bureau).
- 6.2 Mae gan bapurau newydd eu rheolau eu hunain o ran sut a phryd mae lluniau o blant yn cael eu defnyddio.
- 6.3 Wrth i staff y Cyngor gomisiynu ffotograffydd a'i yrru i ysgol/canolfan hamdden neu unrhyw leoliad arall ar ran y Cyngor dylid sicrhau :
  - a. Ei fod ef/hi yn cario cerdyn adnabod;
  - b. Bod ganddo ef/hi nodyn gan swyddog o'r Cyngor yn rhoi'r hawl iddo dynnu y lluniau ac yn egluro sut bydd y lluniau yn cael eu defnyddio;

- c. Ei fod ef/hi yn egluro pwrpas y lluniau i'r sawl fydd yn y llun;
- ch. Ei fod ef/hi yn llenwi ffurflen syml yn nodi pryd, ac yn lle y tynnwyd y llun a chyda lluniau agos o unigolion yn eu henwi;
- a. Yn gyffredinol mae hawlfraint llun yn aros hefo'r ffotograffydd mewn sefyllfaoedd eithriadol sensitif dylid ystyried prynu yr hawlfraint honno.

6.4 Dylid cael trefn i ffeilio lluniau o fewn pob Gwasanaeth gan nodi dyddiad tynnu y llun, yn lle ac enwau unrhyw un sy'n ymddangos yn y llun.

**O dan Adran 2.1 o bolisi'r cyngor mae Llywodraethwyr yr ysgol wedi penderfynu caniatáu i rieni tynnu lluniau i'w pwrpas eu hunain os ydynt wedi derbyn caniatâd pennaeth yr ysgol o flaen llaw.**

**Atodiad 1- Llythyr i rieni**

**Atodiad 2- Cofnod**

**Cadeirydd y Llywodraethwyr:-**

**Dyddiad:-**

## **Photography Policy for Publicity Purposes – Gwynedd Council**

### **1. Background**

- .1 Technological developments make it much easier to use printed and internet pictures and images. Consequently, we have a responsibility to ensure that vulnerable children and individuals are not exploited.
- .2 This is a very complex field and this policy aims to assist officers to establish arrangements for situations where children, individuals with learning disabilities or vulnerable older people:
  - a. are under the Council's supervision;
  - b. are on Council property.
- .3 This policy is published so as to try and ensure that neither the Council nor individual employees put themselves in a situation where they could be prosecuted for misusing photographs and avoid situations where children's safety is jeopardized.
- .4 They discriminate between taking "private" photographs namely photographs taken by parents, close family, schools for their own purpose and "public" photographs, e.g. photographs that would be published in the press, publications, public exhibitions.
- .5 The term "photographs" is used for photography (film and digital), video and mobile phone cameras.

### **1. Private Photographs**

2.1 It is up to the schools/centres/homes/clubs/services themselves to establish arrangements for this kind of photographs, deciding what is practical and appropriate for local circumstances and guidelines to develop for specific services will specify operational arrangements.

### **2. "Public" photographs**

- 6.1 The term "public" is used for press photographs, or for publicity purposes.
- 6.2 If the child or individual can be identified from the photograph or if names are included, it is imperative:
  - 6.2.1 To obtain prior written permission from a parent or guardian keeping a record of the agreement;
  - 6.2.2 Clearly note that a photograph could be placed on a web-site – stating "to be used in publications" is not sufficient;
  - 6.2.3 Keep a record on file of anybody who objects to having photographs taken of their children or individuals in their care.

- 6.3 This arrangement need not have to be adhered to for a photograph of young people shot from behind, or where individuals cannot be identified. But if there is doubt, it is better to show caution and receive permission.
- 6.4 So as to avoid a situation whereby permission has to be obtained every time a photograph is required, it is suggested that local arrangements are made to ensure permission that would extend over a period of time e.g. in schools insert a clause in the school handbook based on the following model:

*From time to time, photographs will be taken of the children participating in school activities. Some of these photographs can be put in newspapers, in publications or on the school web sites, those of Gwynedd Council or other establishments with whom we will be co-operating. If you do not wish your child to feature in photographs for this purpose, will you please write to the school Headteacher to notify him/her.*

and a similar clause when registering for lessons or becoming members of a Leisure Centre and a similar system for youth clubs or other Council led activities.

- 6.5 The press is always eager to include children's names with the photographs – if names should not be included, the supervisor should explain that to the photographer/journalist.

#### **4. Use of photographs**

- 6.6 Once permission has been obtained and photographs have been taken, they should be dated and a filing system established.
- 6.7 Photographs should not be used out of context e.g. if a photograph has been taken at a park to promote new facilities, that should not then be used in a child abuse document or a photograph of children in a nursery being re-used on a document cover for HIV and AIDS.
- 6.8 When sending a photograph to a third party, the purpose for which it is to be used should be clearly stated and record that.

#### **5. Special Arrangements for Leisure Centres**

- 6.9 Particular care is required when photographing at leisure centres/swimming pools. It should be ensured that children and young people are suitably dressed, especially so for activities such as swimming, gymnastics and athletics. With these sports, the photograph should focus on the activity. When photographs of individuals are required, it should be ensured that they wear suitable clothing before photographs are taken.
- 6.10 Taking photographs should not be allowed, and nobody should be allowed to take a camera of any sort (including telephone with a camera) without permission from the centre managers. This implies that a photographer would obtain the manager's permission before taking any kind of photograph.

- .3 A clear sign should be installed at every reception area explaining that taking of photographs is not allowed without the manager's prior consent.
- .4 The Centre Manager should keep a list stating when and for what purpose "public" photographs were taken by professional photographers, unless the photographer has an identity card.
  - i. Name, address and telephone number of the camera user;
  - ii. Name/names of those who should be in the photograph;
  - iii. The relationship between the photographer and those whose appear in the photograph;
  - iv. Why the photograph was taken and use made of it;
  - v. Specific number to register the date of the photograph
  - vi. A signed statement specifying that the information provided is accurate. These forms should be kept at the Centre.
- .3 Once an individual has received permission to take a photograph, a member of staff at the centre should monitor the situation so as to ensure that the photographer adheres to the guidelines.
- .4 Cameras and photo-phones should be banned from the following areas and posters clearly stating that installed:
  - i. Every changing room area;
  - ii. Health Rooms
  - iii. Sauna rooms
  - iv. Rooms containing sun-beds
  - v. Toilets

## **6. Commissioning Photographers**

- 6.1 Most press photographers and professional photographers belong to professional organisations, and as such will have an identity card and most will have received CRB (Criminal Records Bureau) certificates.
- 6.2 Newspapers have their own regulations on how and when children's photographs are used.
- 6.3 In instances where Council staff commission a photographer and send him to a school/leisure centre or another venue on the Council's behalf it should be ensured:
  - a. That he/she has an identity card;
  - b. That he/she carries a note by a Council officer whereby he is entitled to take photographs and explaining what use will be made of the photos;
  - c. That he/she explains the purpose of the photos to those who appear in the photograph;

- d. That he/she completes a simple form stating when, and where the photo was taken and close-up photos of individuals identifying them;
- e. As a rule, the photographer retains photo copyright, in extremely sensitive situations, purchasing that copyright should be considered.

6.4 Each service should operate a photo filing system specifying the date on which the photo was taken, where and the names of anybody who appears in the photograph.

**Under Section 2.1 of the Council Policy the school governors have decided that photographs taken by parents for their own use should be allowed if prior permission has been obtained from the headteacher.**

**Appendix 1:- Letter to parents**

**Appendix 2:- Record**

***Chairman of Governors:***

***Date:***

Ysgol \_\_\_\_\_

Dear Parent,

This is to confirm that I am in receipt of your request to take photographs of your child(ren) at the Christmas Service.

Governor policy allows the taking of photographs **for personal use** once the headteacher's permission has been sought.

I am, therefore, able to grant such permission on this occasion.



Ysgol \_\_\_\_\_

Dear Parent,

This is to confirm that I am in receipt of your request to take photographs of your child(ren) at the Christmas Service.

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Governor policy allows the taking of photographs **for personal use** once the headteacher's permission has been sought.

I am, therefore, able to grant such permission on this occasion.

### Tynnu Lluniau o Blant Ysgol

*O dro i dro bydd lluniau yn cael eu tynnu o'r plant yn cymryd rhan mewn gweithgareddau gyda'r ysgol. Gall rhai o'r lluniau yma gael eu rhoi yn y papurau newydd, eu cynnwys mewn cyhoeddiadau neu ar safleoedd gwe yr ysgol, Cyngor Gwynedd neu sefydliadau eraill y byddwn yn cydweithio â nhw. **Os nad ydych am i'ch plentyn gael ei g/chynnwys mewn lluniau i'r pwrpas yma a wnewch chi ysgrifennu ataf fi i ddweud hyn cyn .....***

.....

Pennaeth

### Taking Photographs of Children at Ysgol

*From time to time, photographs will be taken of the children participating in school activities. Some of these photographs can be put in newspapers, in publications or on the web sites of the school, Gwynedd Council or other establishments with whom we will be co-operating. **If you do not wish** your child to feature in photographs for this purpose, will you please notify me in writing before .....*

.....

Headteacher

## **YSGOL Y GORLAN - Tynnu Lluniau Plant**

Annwyl Riant / Gofalwr,

Yn ystod cyfnod eich plentyn yn yr ysgol bydd sefyllfaoedd amrywiol yn codi lle bydd tynnu lluniau (ffotograff neu fideo) yn bosiblwydd. Mae Deddf Plant 2004 yn ei gwneud hi'n ofynnol i ni sicrhau diogelwch y plant pan dynnir unrhyw luniau ohonynt yn yr ysgol.

Isod esboniaf beth yw polisi'r ysgol o safbwynt tynnu lluniau a'r defnydd a wneir ohonynt mewn gwahanol sefyllfaoedd:

**1. Ffotograffau / fideo ar gyfer defnydd yr ysgol:** e.e. disgyblion wrth eu gwaith, ar ymweliadau, mewn cystadleuthau.

- Caiff ffotograffau o'r fath eu harddangos yn yr ysgol yn unig – ar waliau, mewn arddangosfeydd a mewn llyfrynau o waith disgyblion.
- Caiff fideo o'r fath ei ddangos yn yr ysgol yn unig.
- Cedwir y ffotograffau / fideo yn yr ysgol.

**Ni fydd yr ysgol yn gofyn am eich caniatâd i dynnu a defnyddio'r ffotograffau / fideo yn y categori hwn.**

**1. Ffotograffau / fideo i'w defnyddio y tu allan i'r ysgol:** e.e. llwyddiannau ar gyfer y papur bro a'r wasg leol, gwybodaeth ar gyfer y llawlyfr ysgol, cyfraniad i raglen deledu.

I sicrhau diogelwch disgyblion bydd yr ysgol yn sicrhau:

- bod caniatâd rhieni /gofalwyr ar gael ar gyfer ffotograffau / fideo yn y categori hwn.
- bod cyfle i rieni / gofalwyr nodi gwrthwynebiad i dynnu llun / fideo (cedwir dymuniadau o'r fath yn gyfrinachol)
- Cedwir y ffotograffau / fideo yn yr ysgol.

**1. Ffotograffau / fideo a dynnir gan rieni ac mewn sefyllfaoedd sy'n agored i'r cyhoedd:** e.e. mewn cyngherddau, sioeau, ma bolgampau a drefnir gan yr ysgol.

Er mwyn galluogi rhieni / gofalwyr i dynnu lluniau yn yr achlysuron uchod bydd yr ysgol yn sicrhau:

- bod caniatâd rhieni /gofalwyr ar gael ar gyfer ffotograffau / fideo yn y categori hwn.
- bod cyfle i rieni / gofalwyr nodi gwrthwynebiad i dynnu llun / fideo (cedwir dymuniadau o'r fath yn gyfrinachol)
- bod monitro defnydd o gamerau ac unrhyw ymddygiad annerbyniol yn digwydd yn ystod y digwyddiad.

Gofynnir am eich caniatâd drwy'r ffurflen a'i ddychwelyd.

Os dymunwch ddileu y caniatâd ar unrhyw adeg cysylltwch â'r pennaeth.

Mewn achosion a ystyrir yn eithriadol gofynnir am ganiatâd penodol. Gyda disgyblion ddaw o'r newydd i'r ysgol gofynnir am y caniatâd ar ddechrau eu gyrfa yn yr ysgol.

**Os oes sefyllfa'n codi pan fydd y pennaeth o'r farn nad yw'n addas i dynnu lluniau / ffilmio, gwaherddir camerau o'r digwyddiad a bydd yr ysgol yn sicrhau bod y digwyddiad yn cael ei ffilmio neu bod lluniau yn cael eu tynnu gan berson proffesiynol wedi derbyn archwiliad heddlu. Byddai'r lluniau / fideo ar gael i rieni / gofalwyr am bris rhesymol.**

Diolch yn fawr i chi am eich cyd-weithrediad.

Yn gywir,

..... Pennaeth

## **YSGOL Y GORLAN - Photographing Children**

Dear Parent / Guardian,

During the period which your child spends at the school, various situations may possibly arise when pictures (photographs or video) will be taken. The 2004 Children's Act makes it a statutory requirement that we ensure the children's safety when school photographs are taken.

The following information explains the school's policy on taking photographs and how these are used in various situations:

- 1. Photographs / video for the school's use:** e.g. pupils at work, on visits, participating in competitions.
  - Such photographs are only displayed in school – on walls, in displays and in booklets containing pupils' work.
  - Such a video is only displayed at the school.
  - The photographs/videos are stored at the school.

**The school will not seek your permission to take and use the photographs/video in this category.**

- 1. Photographs / video for use outside the school:** e.g. achievements for display in the local paper and local press, information to be included in the school handbook, contribution to a television programme.

So as to safeguard pupils, the school will ensure:

- That parents/guardians' permission is received to enable photographs/videos within this category, to be taken.
- That parents/guardians have an opportunity to object to the taking of photographs/video (such wishes will remain confidential)
- The photographs/videos are stored at the school.

- 1. Photographs / Video taken by parents and in situations attended by members of the public:** e.g. prior to school organized concerts, shows, sports.

So as to enable parents/guardians to take photographs during the above-mentioned events, the school will ensure:

- that the parents/guardians permission is obtained for the taking of photographs/video within this category.
- That parents/guardians are given the opportunity to object to the taking of photographs/video (such wishes will be kept confidential)
- That use of cameras and any unacceptable behaviour are monitored during the event.

Please indicate on the enclosed form whether or not you give your permission.  
Should you wish to withdraw your permission at any point, please contact the head teacher.

Specific permission will be requested in exceptional cases. Permission is sought at the start of newly admitted pupils' school career.

**Should a situation arise when the head teacher is of the opinion that taking photographs/video is inappropriate, cameras will be banned from the event and the school will ensure that the event will not be filmed unless photographs are taken by a professional, following a police check. The photographs/video would be on sale to parents/guardians and be reasonably priced.**

## Tynnu Lluniau Plant / Photographing Children

**(A)**

Ffotograffau / fideo i'w defnyddio tu allan i'r ysgol: e.e. llwyddiannau ar gyfer y papur bro a'r wasg leol, gwybodaeth ar gyfer y llawlyfr ysgol, cyfraniad i raglen deledu. /

*Photographs / video for use outside the school: e.g. achievements for the local paper and local press, information for the school handbook, contribution to a television programme.*

**Rhoddaf ganiatâd i'm plentyn fod mewn lluniau / fideo yn y categori hwn**  
**I give my permission for my child to appear in pictures/video in this category.**

**Neu/ or**

**Ni roddaf ganiatâd i'm plentyn fod mewn lluniau / fideo yn y categori hwn.**

**I do not give permission for my child to appear in pictures/video in this category.**

**(B)**

Ffotograffau / fideo a dynnir gan rieni ac mewn sefyllfaoedd sy'n agored i'r cyhoedd. e.e. mewn cyngerddau, sioeau, mabolgampau a drefnir gan yr ysgol.

*Photographs / video taken by parents and during public events .e.g. at school-organized concerts, shows, sports.*

**Rhoddaf ganiatâd i'm plentyn fod mewn lluniau / fideo yn y categori hwn**  
**I give permission for my child to appear in pictures/video in this category.**

**Neu / Or**

**Ni roddaf ganiatâd i'm plentyn fod mewn lluniau / fideo yn y categori hwn**

**I do not give permission for my child to appear in pictures/video in this category.**

Mewn achosion eithriadol byddwn yn gofyn am ganiatâd penodol. Os oes sefyllfa'n codi pan fydd y pennaeth o'r farn nad yw'n addas i dynnu lluniau / ffilmio bydd ei benderfyniad / phenderfyniad yn derfynol.

**Os dymunwch ddileu y caniatâd ar unrhyw adeg cysylltwch â'r pennaeth. Rhedir y caniatad hyd weddill amser eich plentyn yn yr ysgol oni nodwch yn wahanol wrthym**

*We will seek special permission in exceptional cases. If a situation arises when the head teacher deems that taking pictures/filming is inappropriate, his/her decision will be final.*

**Should you wish to reverse your permission at any time, please inform the Headteacher. This permission will remain whilst your child is at the school unless you inform us otherwise.**

Enw'r plentyn / Child's name.....

Arwyddwyd / Signature .....Rhiant / Gofalwr -Parent / Guardian

Dyddiad/Date .....





## Ysgol

**Ni Chaniateir** defnyddio'r isod heb ganiatâd pennaeth yr ysgol:

- Camerau ffilm/digidol
- Fidio a camerau ffôn symudol
- Camerau fidio

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The use of the items listed below is **not allowed** without prior permission from the headteacher:

- Film / digital cameras
- Mobile phone video and photographs
- Video cameras



In the query you have raised the guidance in our document is still relevant. The example: “grandparents are invited to the school nativity play and wish to video it. These Images are for personal use and the Data Protection Act does not apply”.

This is because 36 of the Data Protection Act 1998 states that if an individual is processing personal data for their own ‘household’ or ‘domestic’ purposes, they are exempt from the provisions of the Data Protection Act. The key issue is that if the photos are taken for ‘household’ or ‘domestic’ purposes they will be exempt from the Act.

Therefore any parent taking photos at a school concert for domestic use would not be in breach of the Act. You may wish to put in place a fair processing statement. Preventing parents from downloading any photos taken on school property onto the internet.

The information you have provided will be retained on our files for information only.

If you require any further advice or assistance please contact our Helpline on 08456 30 60 60, or 01625 54 57 45 if you would prefer to call a 'national rate' number.