

Photographic Permission



Please read the following notes before asking the Head teacher to sign the attached form.

From time to time, as part of our education programme for schools, the National Archives of Scotland (NAS) would like to take photographs and film footage of pupils involved in activities at our workshops.

The photographs may be used to support press media coverage following the event or activity in question. They may be stored and used within NAS publications to illustrate the work that we do with young people. They may also be used for the same purposes with general audiences, through exhibition work or in presentations intended to explain to general audiences what we do and give examples of recent work we have been involved with. Finally, they may also be used on our education website, www.scottisharchivesforschools.org for the same purposes.

The images will be used by our education staff for general illustrative purposes only, and will not seek to identify specific individuals. Children's names will not be used, but the name of the school or other institution may be given. It is our policy only to take photographs of pupils for whom the school has obtained full parental consent and given us advance permission.

If you would like to discuss any concerns you may have about how images of the pupils may be used or stored, please contact education@nas.gov.uk.



Photographic Permission

Please circle one of the following declarations to say whether or not photographs and film footage of your pupils may be taken during your workshop.

A) I confirm that I have the authority to permit photography and film footage, acting on behalf of parents and children, and I hereby declare on behalf of the school and of the parents, that photography as described in the accompanying notes is acceptable to the school and to the parents of the children involved. Parental consent has been given for all pupils and I give permission for photographs and film footage to be taken of our ____ * class.

B) I confirm that I have the authority to permit photography and film footage, acting on behalf of parents and children, and I hereby declare on behalf of the school and of the parents, that photography as described in the accompanying notes is acceptable to the school and to the parents of the children involved. Parental consent has been given for our ____ * class, with the exception of the following students who are to be excluded from any photographs or film footage taken:

C) Parental consent has not been given. No photographs or film footage may be taken of our ____ * class. * **Please give class identifier**

Signed: _____

Print name: _____ **Position:** _____

Date: _____

School: _____

Address: _____

Email: _____

For NAS reference:	Date of photography:
Location(s):	Photographer(s):

Please return this permission with your booking form to:
Education Services, National Archives of Scotland, General Register House,
2 Princes Street, Edinburgh EH1 3YY, or fax it to 0131 535 1363.