



# Privacy Notice – Photography and Video Recording in Schools (including Kids Club)

Date notice written: March 2026

## Why is this information being processed?

Photographs and videos of you, or a child or young person for whom you are responsible, which are taken in school or at Kids Club may be used for the following purposes:

- to enable the identification of pupils (photographs processed for this purpose will usually be stored on Sharepoint, the Council's Electronic Document Management System, or in a physical copy)
- to aid the safeguarding of pupils (photographs may be stored on a management information system, SEEMiS)
- to enable schools to use photographs for primary school lunch selection (using meal management software called Cypad) and seating plans (SEEMiS)
- to support the curriculum with progress trackers (Global Bridge and My World of Work)
- to communicate with parents/carers using home/school communication tools (Just2Easy, Learning Journals and Safer Schools)
- to document children's voices and activities for the purposes of inspection in Kids Club (physical copies of photographs will be stored in floor books)

## Who is processing this information?

The personal information you have provided will be processed by Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH. Email [Enquiries@pkc.gov.uk](mailto:Enquiries@pkc.gov.uk) or telephone 01738 475000.

## Why is it lawful for the Council to process this information?

In most cases, the Council is permitted to process personal data in this way because processing is necessary for the performance of a task in the exercise of official authority vested in the controller.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (e) of the General Data Protection Regulation. The relevant legislation is the Education (Scotland) Act 1980.

## Privacy Notice – Photography and Video Recording in Schools (including Kids Clubs)

For some photographs and videos, not identified above, which are taken within school settings, the relevant lawful basis may be consent (Article 6(a) of the General Data Protection Regulation). You will be asked by the school or Kids Club to indicate whether you consent to photographs/videos which may, for example, appear on a school website or in the local press.

### **Will any sensitive personal information (Special Category Data or information about criminal convictions etc) be processed?**

Yes. Information such as details of medical conditions may be processed.

### **If so, why is it lawful for the Council to process this information?**

If Special Category Data is processed, this processing is lawful under the terms of Article 9(g) of the General Data Protection Regulation “...processing is necessary for reasons of substantial public interest...”; it is in the public interest that the authority complies with its obligations under the relevant legislation.

### **Will this information be shared?**

In certain circumstances, where the safety of a child or young person is considered to be at risk, photographs may be shared with the emergency services. Personal information may also be disclosed to third parties if it's necessary for us to do so to verify its accuracy, prevent or detect crime, protect public funds or where required by law. The Council may check information provided by you, or information about you provided by a third party, with other information held by us.

### **How long will this information be kept for?**

Personal information held on Perth and Kinross Council systems in relation to photographs and video recordings of pupils will generally be kept for two years. After this it will be deleted.

Information which forms part of an educational record will usually be retained for five years after a pupil has left school. Information gathered for the purposes of an inspection will be deleted soon after the inspection.

### **Personal information rights**

Individuals have rights in relation to the information the Council holds about them, including the right to request a copy of their information. You can find out more about your [personal information rights](#) on our website or by contacting the Council's Information Governance Team at the address below.

## **Data Protection Officer**

The Council has a Data Protection Officer who you can contact in the first instance if you have any questions or complaints about how we are processing your personal information.

Please contact by writing to the Data Protection Officer, Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH, by emailing [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) or by telephoning 01738 475444.

## **Information Commissioner's Office**

If you want to complain about how the Council has processed your information you have the right to contact the [Information Commissioner's Office](#) via their website or by telephoning 0303 123 1113.

## **Information Governance Team**

If you have any questions about how the Council processes your information, or if you would like a copy of this notice in another language or format, please contact the Information Governance Team:

Information Governance  
Legal and Governance Services  
2 High Street  
Perth  
PH1 5PH

Email [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk)

Telephone 01738 477933