

Photographic and Video Consent Form

2026-2027

Organisation	Century Training Academy Ltd
Document type	Form
Version	2.0 updated compliance version
Reviewed	20 August 2026
Next review	20 August 2027

Important

As part of our NCFE/Century programmes, we regularly take photographs and video recordings to record and celebrate learner activities and achievements. These images and recordings may be used for Century Training Academy Ltd's website and social media channels; publicity and marketing materials (digital and print); and general displays within the centre and in community publications. We would like your permission to use images and/or video recordings taken of you (or your child, if under 18) for these purposes.

Section 1: Consent Declaration

I, the undersigned, give permission for photographs and/or video recordings of me / my child to be taken and used by Century Training Academy Ltd for the purposes described above. I understand and agree that:

- The images and video recordings will be stored securely in accordance with data protection requirements, including UK GDPR and the Data Protection Act 2018.
- Century Training Academy Ltd may use these images and recordings for promotional, educational and display purposes as stated.
- No personal information (such as full names, contact details or other identifying data) will be published alongside the images or recordings without separate, explicit consent.
- I can withdraw this consent at any time by contacting Century Training Academy Ltd in writing at Daniel@centurytraining.co.uk or Callum@centurytraining.co.uk. Withdrawing consent will not affect any use of images or recordings made prior to the withdrawal.
- Images and recordings may continue to be used in some archived or long-term materials unless specifically requested otherwise in writing.

Section 2: Consent Options

Please tick the appropriate box(es):

I give consent for my child's images / video recordings to be used as described.	
I give consent for my own images / video recordings to be used as described.	
I do NOT give consent for my child's images / video recordings to be used.	
I do NOT give consent for my own images / video recordings to be used.	

Section 3: Signatures

Name of learner	
Date of birth	

Signature of learner (if aged 16 or over)	
Signature of parent/guardian (if learner is under 16)	
Date	
Staff witness (optional)	

Record Keeping

Records created under this document must be accurate, factual, dated and stored securely. Access must be limited to staff with a legitimate operational, safeguarding, health and safety, quality assurance or legal reason to view the information. Records must be retained in line with Century Training Academy Ltd's retention schedule and UK GDPR requirements.

Monitoring and Review

This document will be reviewed at least annually, with the next scheduled review on 20 August 2027. It will also be reviewed sooner if legislation, statutory guidance, awarding body requirements, local authority expectations, premises, provision or operating arrangements change.

Key Guidance and Linked Requirements

- Keeping Children Safe in Education 2026 (DfE), in force from 1 September 2026.
- Non-school Alternative Provision: Voluntary National Standards (DfE).
- UK GDPR and Data Protection Act 2018.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974 and relevant HSE guidance.
- ICO guidance on taking photographs in schools and education settings.

Sign Off

Name	Stephen Black
Position	Director
Date	20 August 2026