



Specialist Education Support Network Ltd, Unit F, The Point, Weaver Road, Lincoln, LN6 3QN
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Tele: 01522 681178

16th January 2018

Dear Parent/Carer

SESN are keen to continually record the incredible work undertaken through its provision by promoting and raising awareness through photos and video footage. We would be grateful to include your child and document their progression and their involvement within internal and external activities.

If you would prefer SESN not to take photos of your child would you please inform us by writing to us at the above address. If we do not hear from you by Friday 9th February we will assume that you are happy for us to take photos and video footage of your child for the benefit of promoting and marketing including our printed and online publicity and social media platforms. You will be able to write to us at any time after 9th February and inform us that you no longer wish us to take photos or video footage of your child, but any photos taken prior to this date will be assumed to be acceptable and used as laid out below.

If we do not hear from you, you will grant Specialist Education Support Network full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the company's aims.

This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

You understand that:

- images will be held in accordance with the Data Protection Act;
- that the images of your child captured in the video recordings and/or photographs will be the copyright of Specialist Education Support Network and any other intellectual property which arises in the recordings;
- You can ask Specialist Education Support Network to stop using my child's images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation

If you have any questions, please do not hesitate to contact me or a member of the SESN team.

If you are happy with the above terms you do not have to respond to this letter.

Kind regards

Richard Bell
Director
Specialist Education Support Network