

Photo & Memory Sharing Guidelines



As part of the Gordano School 70th anniversary celebrations, we are inviting students, families, staff, alumni and members of our community to share photographs, memories, stories and memorabilia to help celebrate our shared history.

We want Gordano 70 to be a positive, respectful and inclusive celebration for everyone. The following guidance explains how submitted materials may be used and how we will handle them responsibly.

How We May Use Submitted Materials

Photographs, stories, videos and memorabilia shared with Gordano 70 may be used in:

- School displays and exhibitions
- The Gordano 70 mural and creative projects
- Celebration events and performances
- School publications and newsletters
- The school website and social media
- Video presentations and archives

Before You Submit

By sending photographs, videos or memories to Gordano 70, you confirm that:

- You are happy for Gordano School to use them as part of anniversary celebrations and related promotional materials
- Any information shared is appropriate and respectful
- Where reasonably possible, you have permission from identifiable people featured in submitted images or videos

Historic Photographs

We recognise that many older photographs may include large groups of students, staff or community members from previous decades. Gordano School will use these images sensitively and appropriately as part of celebrating the school's history and legacy.

Where possible, we will:

- Avoid publishing unnecessary personal information
- Use general captions rather than full names unless permission has been given
- Respect any requests for photographs or information to be removed

Video Messages

We would love to receive short video messages and memories from former and current students, staff, families and friends of Gordano School, as well as from well-known faces sending Gordano School a congratulatory message.

If possible:

Please film videos in **portrait format**

Keep messages short and positive

By submitting a video, you consent to Gordano School sharing it as part of Gordano 70 celebrations

Sending Photos & Files

Please send videos, written memories, photos, photos of memorabilia and files to:

legacy@gordanoschool.org.uk

Helpful tips:

Please provide context and an approximate year

Printed photos and memorabilia can simply be photographed clearly using a phone

Scanned images are welcome

For large files, please use **WeTransfer**

GDPR, Privacy & Respect

Information shared with Gordano 70 will only be used for anniversary celebration activities and related school communications. Submitted materials will be stored securely and accessed only by appropriate staff involved in the project.

If you appear in a photograph or video used as part of Gordano 70 and would prefer it not to be included, please contact:

legacy@gordanoschool.org.uk

DPO contact: GDPR@gordanoschool.org.uk

Gordano School is the data controller: St Mary's Road, BS20 7QR

Individual Rights of the Data Subject:

1. right to withdraw consent
2. right to access
3. right to erasure
4. right to restrict processing
5. right to object
6. right to lodge a complaint with the ICO

Participation is voluntary and not required.

Automated decision-making will not occur.

Photos and videos may reveal ethnicity, disability, religion, health conditions.

Materials will be retained for the duration of the anniversary project and may be archived for historical purposes thereafter.

The lawful basis for collecting and using submitted materials is consent provided by the contributor when sharing content with the school. Where materials are retained as part of the school's historical archive, the school may continue to process them under its legitimate interests in preserving and celebrating the history of Gordano School

Materials may be publicly accessible online.

Whilst we will consider requests for removal of materials from our websites, social media or displays, content that has already been published or incorporated into archival records may not always be capable of complete removal.

Thank you so much.

70 Years. Hundreds of Stories. One Gordano.