



## **Data Protection - Photography**

### **Purpose of Policy**

To ensure that every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend the Nursery.

It is our policy to use photographs taken in the nursery to support the children's learning and to record children's individual progress. Photographs recorded in nursery as part of a normal day are taken using a digital camera / iPad or tablet and are only taken by members of the staff team. These photographs will then be uploaded to the children's individual learning journal which are password protected by each individual parent / carer or used for wall displays within the setting. Each parent / carer has their own password to only access their child's learning journal. All photos will be deleted after upload / daily and management will check weekly to ensure recycle bins are empty.

### **Who is Responsible?**

It is the responsibility of all members of staff to ensure that photographs of children, parents, carers, or colleagues is not shared with individuals outside the setting. The Nursery Manager and Deputy Manager in her absence, has overall responsibility to ensure that all photography / videos are kept safe and secure and in compliance with the General Data Protection Regulations 2018.

### **Guidelines**

Photographs / videos are taken to:

- Support the learning of each child's individual record.
- Illustrate work on display around the nursery building.

Photographs may also be taken in the following way: (permission from parents / carers will always be obtained prior to this happening)

- To support staff completing their qualifications
- Outside agencies (college / university students) for training purposes
- Experiences out with the nursery setting
- Pre-School development team quality assurance audits

Parent / carer's use of cameras/videos in nursery.

- Parents/carers will be invited to record their child's inclusion in group events at Christmas and other celebrations with photographs or video, if consent has been agreed by all parents / carers. This will be on the understanding that they will not publish any material on the internet as the Nursery has no control over these images once they are in the public domain.

We will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other experiences. At no time are staff permitted to bring in a camera from home, nor use their mobile phones in the Nursery playrooms.

### **Distribution of photographs**

Any photographs taken at nursery will only be uploaded to individual learning journals that have secure password protected access by each individual parent / carer. Photographs may also be used on the

nursery website / Facebook page, but written consent from parents is always required prior to these photographs being uploaded. If photographs were taken as part of a group activity for the purpose of training, then with parents / carers permission the photographs will only be distributed as hard copy / printed copy to the relevant person.

**We will not be sending any copies of photographs to college, university, or any other external agency via email.**

The nursery photographer will attend once per year to take individual photographs of your child / children. You will receive the proofs / individual reference numbers of these, and they will be stored on Tempest Photography database to allow ordering.

If you have any questions about this policy, please do not hesitate to contact the nursery Manager / Deputy Manager who will be happy to advise you.

**All parents should note that in the event of a child protection concern then photographs / information about children and their families may be shared with the relevant agencies without the consent of parents.**