

Alt-Ed Lincs policy for taking, storing, and sharing photographs and images of children 2025.

1. Purpose:

The purpose of this policy is to ensure compliance with UK data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, when taking, storing, and sharing photographs and images of children on social media platforms.

2. Lawful Basis:

Prior written consent from parents or legal guardians must be obtained before taking and using photographs or images of children. Consent forms should clearly state the purpose of the photograph or image usage, including any intended social media sharing. The lawful basis for processing personal data should be "consent" or "legitimate interests" as defined by the GDPR.

3. Responsible Photography:

When taking photographs or images of children, respect their privacy, dignity, and cultural sensitivities. Avoid capturing images that may be inappropriate or intrusive. Focus on capturing the positive aspects of their educational experience.

4. Storage and Security:

Store photographs and images of children in a secure and password-protected digital storage system. Ensure that access to these files is restricted only to authorised personnel who require them for official purposes. Implement appropriate technical and organisational measures to safeguard the data, such as encryption and regular data backups.

5. Social Media Sharing:

- a. Only share photographs or images of children on social media platforms that have been approved by the organisation.
- b. Obtain explicit consent from parents or legal guardians for sharing photographs or images of children on social media platforms.
- c. Avoid including any identifying information in the captions or descriptions that could compromise the child's privacy or safety.
- d. Regularly review and update the organisation's social media privacy settings to ensure that the photographs and images are shared with the appropriate audience.

6. Retention Period:

Retain photographs and images of children for a reasonable period as defined by the organisation's data retention policy. Delete or anonymise the photographs and images once they are no longer needed for the specified purpose.

7. Monitoring and Reporting:

Regularly monitor the organisation's social media platforms to ensure compliance with this policy. Promptly address any concerns or reports related to the use of photographs or images of children. Report any data breaches or incidents to the relevant authorities as required by law.

8. Training and Awareness:

Provide training to staff and volunteers on this policy, including the importance of respecting children's privacy, data protection, and the responsible use of social media. Regularly communicate updates and reminders to all relevant personnel.

Please note that this policy is a general guideline and should be reviewed and customised by Alt-Ed Lincs to ensure compliance with specific UK laws and regulations. It is recommended to seek legal advice to ensure full compliance with applicable laws.