

## **Thorpe Willoughby Childcare Centre**

### **DATA Protection**



#### **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 setting.

It is our policy to use photographs taken in the nursery to support the children's learning and also to record children's individual progress.

Photographs recorded in nursery as part of a normal day are taken using a digital tablet and are only taken by members of the staff team.

These photographs will then be uploaded to the children's individual learning journal (Tapestry) which are password protected by each individual parent.

Each parent has their own password to only access their child's learning journal

##### **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 settings management team has overall responsibility to ensure that all photography / videos is 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 will always be obtained prior to this happening)

- To support staff completing their qualifications
- Outside agencies (college / university students) for training purposes

Parent's use of cameras/videos in the setting.

- Parents/carers will be invited to record their child's inclusion in group events at Christmas and other celebrations through the use of photographs or video on the understanding that they will not publish any material on the internet as the setting 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 activities.

At no time are staff permitted to bring in a camera from home, nor use their mobile phones in the settings playrooms.

### **Distribution of photographs**

Any photographs taken at setting will only be uploaded to individual learning journals that have secure password protected access by each individual parent.

Photographs may also be used on the nursery website / Facebook page, not showing children's faces,

If photographs were taken as part of a group activity for the purpose of training, then with parent's 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 parents, college, university or any other external agency via email.

If you have any questions about this policy please do not hesitate to contact the settings management team 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.

<b>LAST UPDATED / REVIEWED ON:</b>	<b>SIGNATURE</b>
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