

DIGITAL PHOTOGRAPHY POLICY

Children at The Oaks Nursery have their photographs taken to provide evidence of their achievements for developmental records.

- Under the Data Protection Act 1998, the nursery must seek parental consent to take photographs and use video recordings and a consent form must be signed. Parents also sign to say whether or not their child's photographs may be used for promotion / advertising outside of the nursery or on our closed Facebook page or website.
- A record of all consent details will be kept securely on file.
- If parents/carers prefer not to give permission we will respect their wishes.
- Photographs will be stored on the nursery laptop which is password protected.
- Photographs are transferred onto the nursery laptop or computer weekly or more frequently if required and the memory card cleared.
- Photographs to be developed are uploaded to a password protected area of the Snapfish site and are posted directly to the manager at the nursery address.
- The nursery's digital camera/s or memory cards must not leave the school setting except when being used on trips/outings.
- Photographs may be taken during indoor and outdoor play and, with permission, displayed on the nursery Facebook page, website or a child's development records for children and parent/carers to look through.
- Often photographs may contain other children in the background in events such as Sports Day, Outings, Christmas and fundraising. Events may be recorded by video and photographs by staff and parent/carers may be taken, but always in full view of all attending.
- No photographs or video clips of any children attending The Oaks Nursery should ever be used on social networking sites or displayed anywhere on the internet (with the exception of the nursery website or closed Facebook page and only if permission has been granted).