



USE OF IMAGES POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

Example:

- A photograph is taken by a local newspaper of a setting event. As long as the setting has agreed to this, and the children and/or their guardians are aware that photographs of those attending the event may appear in the newspaper and have given their express written permission, this will not breach the GDPR and Data Protection Act 2018.

Storage of images

- The setting has a duty of care to safeguard images so that they cannot be used inappropriately, or outside the agreed terms under which consent has been obtained. Images can be stored digitally, on videotape, in prints or negatives, or electronically, provided the storage is secure.
- Images must be maintained securely for authorised setting use only, and disposed of either by return to the child, parents, deleting on the setting's computer or Ipad or by shredding.

Transfer of images

- There is a risk, however small, that images may be lost while in the process of being transferred by either traditional or electronic methods. Therefore, there is the risk that an individual who would use them inappropriately may obtain the images. This risk should be explained to parents and carers.

Publishing or displaying photographs or other images of children

- The Department for Education advises that if the photograph is used, avoid naming the child. Whatever the purpose of displaying or publishing images of children care should always be taken to avoid the possibility that people outside the setting could identify and then attempt to contact children directly.

1. Where possible, general shots of group activities rather than close up pictures of individual children should be used
2. Children should be in suitable dress
3. An article could be illustrated by including the children's work as an alternative to using an image of the child

Useful sources of information

The Information Commissioner Office website <https://ico.org.uk/>

Guidance to the General Data Protection Regulation (GDPR)

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

Child Exploitation and Online Protection www.ceop.gov.uk

