



Data Protection – Photography

Purpose of Policy

To ensure that every child in our care is protected from the misuse of photographic and video images of themselves, taken whilst they attend the Nursery. Photos are taken to support the children's learning and to record children's individual progress. Some photos will include other children and if their parents have not allowed permission to use the photographic data publicly, then that child will be blurred. Photographs recorded in nursery as part of a normal day are only taken by members of the staff, although the children will be able to record themselves and their friends with their own camera. These photographs will be uploaded to the children's individual learning journal which are accessible by the parents and staff. Each parent has their own password to only access their child's on-line 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 nursery manager has overall responsibility to ensure that all photography / videos is kept safe and secure and in compliance with the GDPR 2018. Parents are also responsible for not sharing publicly any photos of children taken during social events organised by KiddiFeet Oy.

Guidelines

All parents are given the choice to choose if they wish for their child's photo to be made public. KiddiFeet Oy only uses the photos with public use, to be uploaded to KiddiFeet official pages. These pages are: -

- Kiddifeet.eu/home (official website)
- [KiddiFeet oy kindergarten/päiväkoti Facebook page](#) (official page)
- [KiddiFeet Oy Instagram](#) (official page)

Parents need to know: -

- this means that photos can be viewed and possibly downloaded via the public
- parents are agreeing to these terms
- once the photos are made public all rights of the photos and its content are not the property of KiddiFeet Oy anymore and therefore is not held responsible for the use of the data after uploading.
- It must be understood that deleting the data permanently from the public sites Facebook and Instagram or after third party distribution, will not be possible!

Deletion of photographic data.

It should also be noted that children included in public shots with others, will not be possible to delete after distribution, if a parent decides to remove public permission, after a photo has been uploaded.

Any photos accidentally uploaded to the public sites, is an infringement on your rights and once identified will be instantly deleted or edited. You will be informed of the mistake or if you notice, contact the manager immediately.

All photographic data we have on our website that is containing the parent's child only, may of course be permanently deleted, this must be done by request in writing via email to the manager.



All photos and information stored on the Kindiedays app will be deleted after a parent decides to leave. A notification email will be sent offering 7 – 10 days for parents to download photos of their children, after this the photos are permanently deleted.

Usage of data

Photographs / videos are taken to:

- Support the learning of each child's individual record and illustrative work on display around the kindergarten.

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 nursery.

- Parents/carers will be invited to record their child's inclusion in group events at Christmas and other celebrations using photographs or video 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.

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

Last updated / reviewed on	Signature
21.09.2018 (new policy)	Michael Hutchinson
21.09.2018	Heini Knuuti