

The Safe Storage of Children's Photographs Policy

The 1998 Data Protection Act states that appropriate technical and organisational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss of personal data. As such we have procedures in place to ensure that any photographs taken are stored in a secure manner or that unauthorized individuals cannot access them.

To ensure the images are secure we have developed an area for storing digital images of the children with suitable security so that only certain employees can access the images.

We use nursery cameras and transfer the images onto nursery computer if possible. All images are deleted if they are no longer needed, when a child leaves our care or if a parent specifically asks us to do so.

The cameras and computer are stored in a cupboard and locked away when not in use.

Photographs are used for observations of work and to record specific events.

All parents must sign a consent form giving their permission for photographs to be taken.