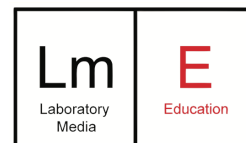


**Created by:** W. Wilson  
**Initiated:** 1st March 2022  
**Reviewed:** 11/03/2022  
**Review Date:** 1st March 2024



### Taking, Storing and Retention of Images and Videos

- As images and videos are personal data this should be processed in accordance with LME's data protection policy.
- Only official LME owned equipment will be used by staff to capture images of children for official purposes. Use of personal cameras or phones by staff is prohibited at all times.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- Images will be stored securely, for example, by using password protection, restricting the number of people who have access to the files, and ensuring adequate firewall and anti-virus software are in place. If the device is portable this will be encrypted.
- Images will be securely deleted from non-encrypted devices on a regular basis.
- Images will not be kept for longer than is to be considered necessary, and in any event, not exceeding a maximum of three years after the child has left the school. A designated member of staff will ensure that all photographs are permanently wiped from memory cards, computer hardware and portable drives or other relevant devices once the images will no longer be of use.
- Any image taken off-site will comply with the requirements of LME's data protection policy.
- LME will ensure that any use of a cloud based storage system complies with the requirements of the school's data protection policy.

### Use of Images/Videos by Children

- LME will discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras, such as, places children cannot take the camera (e.g. unsupervised areas, toilets etc.).
- All staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.
- Members of staff will act as role models of positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Photos taken by children for official use will only be taken with parental/carer consent and will be processed in accordance with the Data Protection Act 1998.

### Permissions

- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be processed.
- Permission will be obtained from parents/carers before a child's image is uploaded to the LME website or social media platform.
- Children's full names will not be used on the website or Social Media in association with photographs.
- LME will not include any personal addresses, emails, telephone numbers, on videos, on the website or in other printed publications.
- Children's work will only be published with their permission or their parent's/carer's consent.

We will challenge any public publishing of our students' images that comes to our attention if we feel it does not meet our safeguarding obligations.

## **Photography Consent**

LME recognises its responsibility to ensure the welfare and safety of children and young people and to comply with the Data Protection Act 1998.

We use photographs and videos for a number of reasons including celebrating and recording children successes. These images or videos may be used on display boards, TV screens, in newsletters and on our website. Your child's identity will not be disclosed without your consent and only if the photograph is used to celebrate individual success.

Photographs and videos will only be recorded on LME owned equipment and will not be kept for longer than is to be considered necessary, and in any event, not exceeding a maximum of three years after your child has left the school.

If you are concerned about the privacy of your child we would like to encourage you to make an appointment and discuss your concern with Paul Weston so we can take appropriate measures to protect them.

On some occasions if we do not have permission to use the image of your child it may result in your child not being able to take full part in some LME events.

LME will take all steps to ensure images and videos are used solely for the purposes they are intended. If you become aware that these are being used or shared inappropriately, please contact the school.

### **I give consent for you to record and use images or videos of my child:**

Name of Child:

Name of Parent/Carer:

Signature:

Date: