



LITTLE MARKET BREAKFAST AFTER SCHOOL CLUB

Conditions of Photography and Video Policy

Photographs or video recording by staff may be taken from time to time for observations (these are required for our planning), displays in the club's setting, promotional literature the Club's website or the Club's Facebook page. Consent will be taken from parents through the signing of a Photography and Video Consent Form.

We will not include details or full names (which means first name and surname) of any child or adult in an image on video, on our website, or in printed publications, without good reason or prior consent. For example, we may include the full name of a competition prize-winner if we have parental consent. However, we will not include the full name of a child used in promotional literature.

If we use images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without good reason. And if a pupil is named in the text, we will not use a photograph of that child to accompany the article without good reason. For example, we may include a picture and full name of a competition prize-winner if we have their consent. However, we will not include a picture and full name of a model used in promotional literature.

We may use group images with very general labels, such as "den building" or "making Christmas decorations". We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

The local press may take photographs. With permission from parents via the parental consent form, first names of pupils may be provided to the press.

Photography and video recording is permitted by other persons as authorised by the Club

Under the 1998 Data Protection Act your rights include:

- in accordance with principle 1 of the Act, your consent (to the publication of your photo) can be withdrawn at any time
- in accordance with principle 2 of the Act, your photo will not be used for any other purpose without your further consent
- in accordance with principle 4 of the Act, your personal data will be accurately maintained and kept up to date
- in accordance with principle 5 of the Act, publication of your photo will cease and all electronic copies will be deleted after a maximum of 5 years
- in accordance with principle 8 of the Act, your photo will not be published on the Internet without your further explicit consent

LMASC:: PARENT/CARER PRIVACY NOTICE

At LMASC we respect the privacy of the children attending the setting and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending the setting.

We do need to retain certain types of data such as

- Registration Forms
- Medical Forms
- Health Management Plan
- Allergy Management Plan
- Permission Forms (Photographs, outings, sunscreen)
- Record of any medication administered
- Daily attendance register
- Complaints

ICO advice is that these should be retained between Ofsted inspections or within the Ofsted inspection cycle which might be between 3 and 8 years after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

We also need to retain:

- Data obtained on your child relating to any safeguarding concerns will be retained for 21 years 3 months old to comply with the Limitation Act 1980, LSCB requirements and insurance purposes.
- Accident and Medical Records will be retained until the child is 21 years and 3 months old
- Medical records relating to COSHH will be retained for 40 years (Control of Substances Hazardous to Health Regulations, 2002)
- HMRC – details to be kept for 6 years after leaving the setting as they may require to request information pertaining to Child tax or working Tax credit.

We will use the contact details you give us to contact you via phone, email, social media and/or post, so that we can send you information about your child, our setting and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time so can't delete everything immediately

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO) Tel: 0303 123 1113 to which our reference number is ZA184581