AUTHORISATION FOR TAKING, USING & STORING IMAGES AND VIDEOS OF CHILDREN

Dear Families,

The safety, health, wellbeing, rights and best interests of every child are the paramount consideration and must guide all decisions, actions and practices within our service. Please see below information regarding taking, using and storing images and videos of children at Greenbrook Kindergarten. Once you have read this information, we ask that you complete the authorisation form in your child's enrolment pack.

Background information

Photographs and videos are classified as 'personal information' under the *Privacy and Data Protection Act 2014.*

The purpose of this authorisation form is to:

- notify the family or guardian/s that children will always be asked if they consent to having their photo/ video of them taken. If their answer is no, then that decision is respected.
- notify the family or guardian/s as to who will be permitted to take photographs/videos, where and when these will be taken and how they will be used and stored. *Regulation 168 (2) (ha)*
- comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, Persons in Day-to-Day Charge, educators, staff, parent/guardian, volunteers or students on placement
- enable unidentified photographs/videos of children to be taken as part of the curriculum delivered by the service, whether individual photos, group photos.

In accordance with our current ***Safe Use of Digital Technologies and Online Environments Policy***, and the *National Model Code* practices which Greenbrook Kindergarten adopted on the 3rd September 2024, only service-issued electronic devices are to be used when taking images or videos of children while providing education and care.

Photographs/videos taken by staff

Documentation of Child's learning and experiences - At times our education team may intentionally take or record images or videos of children within the curriculum and place them on your child's individual Story Park profile or display them at the service. This can be an effective way to document, reflect and communicate with children, families and carers about the child's learning, and participation in experiences.

Without a clear purpose, recording and sharing images and videos through overly frequent updates on Story Park can take the place of providing more meaningful information to families and carers. This can also impact educators' and teacher's abilities to effectively supervise, interact and engage with children in their learning. Each term you will be provided with **some** photograph or video content relating to your child's learning, **but please note this will not be a daily occurrence.**

Displays within the kindergarten your child's photo may be used on a birthday chart, name chart, "Beehive attendance" chart, artwork display or on their medical management plans on the wall.

Special Gifts – your child's photo may be used to make special gifts for celebrations like Father's Day, Mother's Day etc.

Storage and retention of photographs/videos

Photographs and videos are stored within:

- the Story Park App
- On the kindergarten desktop computer and laptop
- In I Cloud
- In One Drive
- On a hard drive (kept in locked storage.)

All of these are password protected

When the photographs/videos are no longer being used, they will be stored securely at the service as per ***Regulation 177.*** All photographs and videos will be stored for the duration of your child's enrolment and then destroyed/deleted from storage, except for photographs/videos used for documentation and assessment within Storypark profiles which are required to be archived for the set 3-year period as per ***Regulation 183 (2) (d)***

Access to photographs/videos

Access to any photographs or videos, like other personal information, is set out in the service's ***Privacy and Confidentiality Policy,*** which is on our website and in the policy folder in the kindergarten foyer.

Photographs taken by a photographer engaged by the service

A photographer may be engaged by the service to take individual and/or group photographs of children. Information will be provided in written form to families / guardians prior to the event and will include the date and the photographer's details.

Photographs/videos for use in newspapers / media and other external publications

The permission of families / guardians will, on every occasion, be obtained prior to a child's photograph being taken to appear in any newspaper/media or external publication.

Students on Placement

Photographs will be taken of activities and experiences only; they **are never** of the children.

Parents / Guardians and family members

If families / guardians would like a photo of their child taken it must be taken by staff with a Greenbrook Kindergarten service issued device. At no time are personal devices permitted to be taken out in the kindergarten environment. Staff are happy to accommodate your request if time permits and will share these photographs with you via your child's Storypark profile.