**Photographic permission**

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| **Permission requested**  | **Why we do this** | **What will be done with it in the future** | **Consent given** | **Signature and date.** |
| For photos of your child to be taken and displayed in the classroom. | To identify pegs, drawers, paintings, their personal display space, key children and birthday display.  | Digital images will be erased and photos will be destroyed when your child leaves the pre-school.  | YES/NO |  |
| For photos to be used in your child’s learning journey. (Photos of your child may also appear in other children’s journals.) | To help us record development and progress. | When your child leaves the setting you will be given the opportunity to download the learning journey as a PDF or onto a USB. We will then archive the journal and delete after one year. | YES/NO |  |
| For photos of your child to be included on the pre-school website. | To publicise the pre-school  | Photos will be removed when your child leaves the setting. | YES/NO |  |
| For photos to be taken for local newspapers when appropriate. (No child’s name would be used) | To celebrate events within the pre-school with the wider community. | The newspaper will have its own policy on this. | YES/NO |  |
| **All photos taken will be taken on the pre-school cameras. Digital images are stored on a password protected laptop which is stored in a locked cupboard overnight in the secure playroom. Only the pre-school staff have access to the computer. You have the right at any time to change any of these consents and you just need to speak to Claire**  |