

## 07 Record keeping procedures

### 07.10 Use of a professional photographer policy

#### Statement of intent

Little Doves Christian Pre-School will ensure that any professional photographer who is to be engaged to record any events will be prepared to work according to the terms of this policy document and the following guidelines.

In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the General Data Protection Regulations (GDPR) (2018) which is explained further in our 07.06 Data Protection and Privacy Notice that is available to read on the Little Doves CP website. Photographers will only be used where they will guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will insure against accidental loss or destruction of, or damage to, personal data.

#### Procedures

- Photographers will be asked to sign an agreement which will aim to ensure compliance with General Data Protection Regulations (GDPR) (2018).
- Images are only to be used for a specified purpose and will not be used in any other context.
- Images will not be disclosed to any third party unless it is to be a specific requirement to do so in order to fulfil the requirements of the agreement. Such use will also be subject to parental permission.
- Only reputable photography agencies and/or professional photographers will be used. Evidence of such authenticity will be required.
- Details of any checks regarding suitability, which are to include evidence of Disclosure Barring Service checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of the authenticity of any photographer, entry will be refused. Such concerns will be reported as is to be deemed appropriate.
- Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to children will be given.
- Parents/carers will be given notice that a session with a photographer has been arranged with an option to withdraw the child from the photograph session if required.
- Parents/carers will be given the name and telephone number of the photographer in advance so that they have the opportunity to discuss any concerns with the photographer before the arranged session.