

Blackhall Nursery

Privacy Policy for Parents

The aim of this policy is to give parents/carers guidance on confidentiality when using personal information and photographs and the need to respect the privacy of other nursery families.

Key points for parents:

1. Personal details must be treated as confidential and stored sensitively
2. Photographs (including videos) may only be taken once the prior permission of each child's parent/carer has been given.
3. Anyone who wishes to share photographs of a child must ask for permission from each child's parent/carer.

Personal Information

During the course of the nursery year personal contact details are shared amongst parents and carers via the class reps and in connection with some of the events taking place in Nursery e.g. through sign-up sheets and class contact lists.

All parents / carers should treat this information sensitively, for example

- By not sharing an individual's details such as phone numbers or email addresses *without first getting consent from that person.*
- By not using contact information inappropriately e.g. for business purposes.
- By disposing of the information carefully e.g. by shredding.

Use of social media

The use of social media channels such as Facebook, WhatsApp etc. should be kept for informal contact among friends. Please use email for all more formal contact such as arranging meetings and social events – this helps to ensure inclusion as all parents/carers are asked for permission to be contacted by email once their child has joined the nursery.

Parental Photography

Confidentiality also applies to photographs (both still and video). Whilst we understand that photographs of your child's time at Nursery are an important part of family life, any photographs taken at Nursery events (e.g. Nativity Play, Sports Day) should only be used as a family record and for no other purpose.

Images which include any other person, adult or child, *must not* be shared by any means, by email or by uploading onto a website or social networking space *except where each child's parent / carer has given their express permission.* This applies to all photographs taken while a child is attending Blackhall Nursery and includes Nursery-related events which are held outside Nursery premises e.g. fundraising events.

Events Photographer

When an official photographer is engaged for events organised by the committee, parents/carers must be provided with the opportunity to opt-out of any photos.

Terminology

Throughout this policy the term “photography” includes digital images, DVDs, videos and photographic prints and slides, including images taken with camera phones.

“Parent” refers to a parent or guardian with parental rights and responsibilities for a nursery child.

Parents/carers who accept a place for their child at Blackhall Nursery must agree to follow this policy.

<p>This policy links to: Curricular Areas: Health and Wellbeing Quality Indicators: 2.1, 2.7 (HGIOELC) Care Standard: 4.1</p>

Adopted on: 11.05.2022