

Photographs

Nursery staff may take photographs of children for display purposes, during nursery themes, to record an event, for special occasions and for children's own records/ profiles. Nursery staff or other Students' Union staff may also take photos to update the nursery website. Elena Toniutti, who is based in the sunshine room, may also use her own professional camera to take photos to record and celebrate special occasions, for example, during Sports day and during children's Christmas performances. The Students' Union Media and Communications Department may also take photos for this purpose. These photos will be shown to the nursery manager, downloaded to the nursery computer and then deleted from Elena's camera within 24 hours of the event. Photos taken by the Media and Communications team will also be deleted within 24 hours of taking them.

Permission for taking photos and use of them is given as a signed consent when your child starts nursery, via their admissions form.

Under no circumstances will it be for anyone to take photos on a mobile phone. The nursery does not permit the use of mobile phones on nursery premises. Please refer to mobile phone policy for more information.

All photos must be kept within the nursery and/ or used on the nursery SU website. If photos are to be used off site for any other purpose, for example, to support an exhibition or to be used in the press, consent will be sought prior to the specific event. The nursery will aim to give at least one week written notice to obtain consent for external photo use. Please see consent policy for further details.