

Photo Permissions Form Guidance for Children/Parents/Carers Attending a Suffolk Children's Centre

Why should I use this form?

Any person who is photographed by Suffolk County Council may have a legal right to be asked whether they want the photo to be used by us. They could report this to the Information Commissioner if they feel the photo has been used without their permission or in an inappropriate way. It is particularly important in the case of children under 16 that their parent's permission is sought.

When should I use this form?

The photo permissions form should be used by Suffolk Children's Centre staff before taking photos of a carer/parent and/or child that may be reproduced by the county council in any format (electronically, online, print). However in cases where the parent/child or people involved know their photo is being used for a particular piece of publicity, and it is only used for that purpose, then discretionary use of the form can be used (for example, a staff team photo for the staff magazine only).

The form should be explained carefully to the person before they sign it.

What do I do with completed forms?

It is important that you manage your photo permissions forms effectively so you or the early years team can easily refer back to them to check their valid date and any specific use. You should re-contact an individual after the two years has passed since the photo was taken. It is also advisable to re-contact the individual if you intend to use the photo extensively or in a high-profile way, for example, on large banners or as a main face of a campaign. If in doubt always contact the individual.

Please remember:

- If a person is under 16 you should seek permission from their parent or guardian;
- Individuals in a group photo should each be asked permission;
- Keep permission forms filed in a safe place
- To seek advice contact Fran Russo (01473 264687) if unsure about any part of this form.