

Live Laugh Learn 4 Life CIC

Photo and Media Consent Policy

Effective Date: 01/12/2024

Last Reviewed: 01/11/2025

1. Purpose

This policy explains how *Live Laugh Learn 4 Life CIC* collects, stores, and uses photographs, videos, or other media of children participating in our activities. It ensures the rights and privacy of children and their families are respected while enabling us to promote our initiatives effectively.

2. Consent Requirement

- We require explicit, written consent from a parent or legal guardian before capturing or using any images or videos of children.
 - Consent covers the following purposes:
 - Use on our website, social media, and printed materials.
 - Promotional campaigns, advertising, and press releases.
 - Reports to funders and stakeholders.
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3. How Media Will Be Used

- Images and videos will be used solely for purposes related to the promotion and documentation of *Live Laugh Learn 4 Life CIC*'s projects.
 - No identifying information (e.g., names, addresses) will be associated with media without additional explicit consent.
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4. Storage and Security

- Media will be securely stored in compliance with the General Data Protection Regulation (GDPR).
 - Only authorized staff and contractors will have access to media files.
 - Images and videos will be retained for no longer than necessary and will be securely deleted upon expiry.
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5. Opting Out

- Families can choose to withhold or withdraw consent at any time by contacting **info@liveloughlearn4life.co.uk**
 - If consent is withdrawn, we will stop using the media and, where possible, remove it from publicly accessible platforms.
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6. Consent Form

A consent form will be provided to parents or guardians, including the following:

- A clear explanation of how images/videos will be used.
 - Options to agree or decline specific uses (e.g., website vs. printed material).
 - Contact details for any questions or concerns.
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7. Legal Compliance

This policy aligns with:

- The **General Data Protection Regulation (GDPR)** for obtaining, processing, and storing personal data.
 - The **Children's Act 1989/2004** for safeguarding and protecting children.
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8. Amendments

Live Laugh Learn 4 Life CIC reserves the right to amend this policy. Any changes will be communicated to families and updated on our website.