



CHILDREN'S PHOTO USE POLICY

Effective Date: 09/10/2023

Policy Overview:

ByGrace Trust and CBO (hereinafter referred to as "ByGrace") is committed to safeguarding the privacy, dignity, and well-being of the children we serve. This Children's Photo Use Policy outlines the guidelines and procedures for the use of children's photos, along with their information and bio data, on our website and associated digital platforms. Our primary concern is the protection and best interests of the children.

Guidelines for Using Children's Photos:

- 1. Obtaining Informed Consent:** ByGrace will obtain written consent from the child's legal guardians (or children if mature) before using any photos of a child on our website, regardless of the purpose. The consent will specify the nature and extent of the information to be shared.
- 2. Respect for Dignity and Privacy:** Photos, information, and bio data of children used on the website will be presented with utmost respect for the dignity and privacy of the children. ByGrace will avoid any content that could be sensitive or invasive.
- 3. Protecting Personal Information:** Children's information and bio data will be carefully curated to avoid including sensitive details, such as full addresses or contact information. Only essential information will be shared in cases where it's necessary for the purpose.
- 4. Regular Review:** Photos of children featured on the website will be reviewed regularly to ensure their appropriateness and compliance with evolving circumstances.
- 5. Opt-Out Option:** Legal guardians have the right to request the removal of their child's photos and related content from our website and/or other areas of use at any time, with a minimum three-month notice period. ByGrace will promptly comply with such requests.

Photographer's Responsibilities:

Photographers working on behalf of ByGrace are expected to:

- Prioritize the child's welfare and dignity during photo sessions.
- Respect the child's right to decline being photographed.
- Follow guidelines for obtaining informed consent for all website-related content.

Reporting Concerns:

Any concerns related to the use of children's photos on the website should be reported immediately to bygracetrust@gmail.com or bygracechildrenshome@gmail.com. ByGrace takes all concerns seriously and will address them promptly.

ByGrace is dedicated to maintaining the highest standards of child protection and privacy. This Children's Photo Use Policy reflects our commitment to ensuring that the use of children's photos on our website and other communication channels, both for sponsorship and general use, is respectful, responsible, and in the best interests of the children we serve.

Policy holder:**Name:** _____**Position:** _____**Email:** _____**Date:** _____**Signature:** _____