

Little Doctors Academy Society (LDA) Class Photography and Videography Policy

1. Purpose

Little Doctors Academy (“LDA”) may take photographs, short videos during classes, camps and related activities. This policy explains how LDA collects, uses, stores, and shares these images and recordings of children for program-related and promotional purposes.

2. Our approach

LDA aims to document children’s learning in a respectful, safe, and appropriate way. We understand that families have different comfort levels regarding photos and videos, and we respect parent/guardian choices.

3. What may be collected

During LDA programs, we may collect:

- photographs
- video recordings
- audio recordings
- screenshots or still images taken from video

These may include children participating in activities, crafts, simulations, group learning, presentations, or general class moments.

4. Why LDA may use photos and videos

LDA may use photos and videos for the following purposes:

A. Parent communication and program operations

- sharing class updates with enrolled families
- recap messages or private parent group communication
- internal documentation of activities and program delivery
- staff/volunteer training and planning purposes within LDA

B. Public information and promotion

- LDA website
- LDA social media pages
- digital posts and announcements

- flyers, brochures, posters, banners, and newsletters
- registration materials
- promotion of current or future LDA classes, camps, events, and programs

5. Names and identifying information

As a general rule, LDA will not publish a child's full name together with a photo or video in public materials.

If LDA wishes to use a child's first name together with a photo/video in public materials, LDA will only do so if the parent/guardian has given consent for that specific use.

LDA will not knowingly publish personal contact information, school details, home address, or other unnecessary identifying information with a child's image.

6. Choice and consent

LDA will ask a parent or legal guardian to provide consent before using a child's image or recording beyond what is reasonably necessary for program administration.

Parents/guardians may choose separately whether they consent to:

- internal parent communication / program documentation
- public promotional use
- first-name use with image/video

7. How images are selected

LDA will use reasonable care to select appropriate images and videos. LDA aims to use content that:

- reflects children's learning in a positive and respectful way
- does not embarrass, shame, or misrepresent a child
- is suitable for a family audience
- does not reveal unnecessary personal information

8. Storage and access

Photos and videos collected by LDA may be stored digitally by LDA or by service providers used by LDA for reasonable business purposes, such as secure cloud storage, email, registration systems, or design/communication tools.

Access will be limited to people who reasonably need it for LDA operations, communications, or program administration.

9. Sharing

LDA may share approved images/videos:

- privately with enrolled families
- internally with LDA staff/authorized volunteers where necessary
- publicly on LDA communication and promotional channels, if consent has been given

Once an image or video has been published online or printed in materials already distributed, LDA may not be able to fully control further sharing, copying, downloading, or reposting by others.

10. Withdrawal of consent

A parent/guardian may withdraw consent for future use of their child's photo/video by giving LDA reasonable written notice. Written request should be sent digitally to hello@littledoctorsacademy.com

After receiving notice, LDA will make reasonable efforts to stop future authorized use of the child's image/video. However, withdrawal will not apply to materials that have already been printed, posted, distributed, published, shared before the withdrawal request was received.

11. Policy updates

LDA may update this policy with the most current version posted on LDA's website. <https://www.littledoctorsacademy.com/>