

Dear Requester

I refer to your recent Freedom of Information request. The response is as follows:

- 1) Does your local authority routinely request parents/guardians of electively home educated children to supply photographic images of
 - a) their home educated child/ren engaging in educational activities? No
 - b) their home-educated child(ren)s educational work? No
 - c) any other images (eg images of bookshelves/certificates/awards etc)? as part of your routine contact /duties with electively home-educating families in your area? No

- 2) If this is not a routine request, but your elective home education team does on occasion request any of the photographic images outlined above, please advise under what circumstances you would request said images from parents. This is not routinely requested but it is suggested to parents that if they wish to provide this as part of their demonstration of learning they could do

- 3) If your local authority has ever requested or received photographic images from electively home educating families please advise -
 - a) Where these images are stored? They would be stored electronically in pupil files
 - b) In what format they are stored? Electronically in the same format they are sent to the LA
 - c) What members of staff have access to said images? Members of the Local Authority Elective Home Education service only
 - d) Whether anyone with access to these images, has ever shared any of the said images, supplied from any electively home educating family, to anyone outside of the immediate local authority elective home education team? If so, to whom were images shared and for what purpose? No
 - e) How long you store said images for? In line with process and time frame specified in Nottinghamshire County Council's Records Retention and Disposal schedule, this is 25 years for education records

- 4) If and when you dispose of any photographic images that electively home educating families have supplied to your local authority, please explain your time frame for doing this and your process for doing so.

This is done in line with process and time frame specified in Nottinghamshire County Council's Records Retention and Disposal schedule.

- 5) If you hold photographic images of any of your electively home-educated children whether supplied by parents voluntarily , or requested by your department, do you supply guidance for parents on
 - a) Where these images are stored?
 - b) In what format they are stored?
 - c) What members of staff have access to said images?
 - d) How long you keep said images for?
 - e) How they can go about requesting to have said photographic images permanently deleted?Nottinghamshire County Council's Records Retention and Disposal schedule and Information Governance Schedule are available to view publicly and address how the Council handles and processes personal data.

I hope this assists. Should you have any further enquiries please do not hesitate to contact me directly on the details below.

Complaints, Information and Mediation Officer
Nottinghamshire County Council

In addition to this and for future reference Nottingham County Council regularly publishes previous FOIR,s and answers on its website, under Disclosure logs. (see link)
<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you wish to raise any concerns about the way your request was dealt with, then please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail foi@nottscc.gov.uk quoting the reference number above.