**CASA for York County, NE**

**Photo Policy**

* Photos will only be taken with expressed permission from guardians.
* Photos will only be used for the expressed purpose of use in confidential documents (ie CASA court reports)
* Photos will not be stored on the personal phone, computer, or other electronic device of volunteers.
* Photos will be deleted from electronic storage after they have been used in the needed document.
* Archived photographs will be stored in a file on the secure, password protected external H:Drive; accessible only by CASA staff and only within the confines of the CASA office.

In order to maintain necessary privacy for individuals, children, guardians, foster parents and their families CASA for York County, NE will obtain verbal permission prior to taking photographs and will inform said individuals of the purpose of these photographs.

Adopted: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

President, Board of Directors, CASA for York County

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Executive Director, CASA for York County

Reviewed: 10/2021,