

Photo Storage Policy

Our images are stored securely using multiple layers of protection to ensure the privacy and safety of children and families.

- **Digital Storage**

Images are stored on two dedicated server machines protected by Sophos security software. Galleries are uploaded to Amazon Web Services (AWS) storage infrastructure located in Sydney.

- **Ordering System**

The ordering platform is hosted by Precedence on AWS infrastructure, also located in Sydney. This system is protected by industry-standard security measures including Web Application Firewall (WAF), Intrusion Detection Systems (IDS), SSL encryption, and application-specific safeguards.

- **Access to Galleries**

Each online gallery is individually password protected. Passwords are issued as a hard copy to the centre director, ensuring that access to children's images is restricted to parents, carers, or guardians with proper authority.

- **Retention and Deletion**

Online galleries are automatically deleted from AWS after a period of two years.

- **Archiving**

All photographs are securely archived on external hard drives that are not connected to any computer systems. This approach allows us to assist families in the event of loss, natural disasters, or bereavement by replacing these important memories.

- **Staff Authentication**

Staff members who require access use secure user authentication. In addition, the ordering system uses secure authentication tokens for enhanced protection.

