

# Safety & Security Checklist for School Photography

Choosing a school photography partner isn't just about Picture Day — it's about protecting your students and community. From data privacy to photographer vetting, your vendor should support your commitment to student safety and compliance with laws like FERPA (Family Educational Rights and Privacy Act).

**Use this checklist to ask the right safety and privacy questions and ensure your vendor meets your standards:**

## Top 10 Questions to Ask Your Vendor:

1. Are your photographers employees of your company who undergo ANNUAL background checks?
2. Do you encrypt images from the time you photograph them to the time they are made available to parents?
3. Do you have data retention and deletion protocols? Do these protocols include data encryption in transit and at rest?
4. Do you have secure image uploading and processing?
5. Do you print images in your own labs rather than sending them to a 3rd party?
6. Do you participate in 3rd party auditing, such as a SOC 2, to ensure you have the right controls and processes to protect customer data?
7. Do you provide secure photo access that prevents families from seeing photos of any child other than their own?
8. Do you offer secure payments and avoid collecting credit card info on flyers? If so, can you confirm that you hold valid PCI certification?
9. Do you carry Commercial General Liability insurance with limits of at least \$2M per occurrence?
10. Can you provide written documentation outlining your policies?

Vendor