

## What to do at the end of the program year

### Permissions forms

Please submit your forms to Roots of Empathy **as soon as you receive them**.

Once you've submitted them via the **upload link on the** dashboard or by email, please keep the **hard copies in a safe place, as they contain sensitive data**.

You may also need to send the permission forms again with **any artwork you submit, either as digital files or as hardcopies by mail**.

At the end of the program year, **once you have submitted permission forms to Roots of Empathy**, shred any you still have and delete the images from your phone.

### Photos and videos

Once you've submitted your photos or video via the upload link or by email, at the end of program year delete them from your phone if that's where they are.

### Artwork (including Feedback/Flashback artwork)

If you've submitted your artwork and corresponding permission forms by email as digital files, please keep the hard copies of the permission forms in a safe place, as they contain sensitive data.

At the end of the program year, **shred the hard copies of the permission forms and delete the digital artwork files** from your phone or computer.

If you submitted your artwork and permission forms to Roots of Empathy via hardcopy you do not need to take any further action.

If you have any **hard copies of artwork not submitted to Roots of Empathy or gifted to the volunteer family**, you may **leave them with the classroom teacher** who may decide to send it home with the child at the end of the year.