

Photography and video Policy

The taking and using of photographs and video is a form of media that can bring enjoyment to people and is useful for publicity. However, as with all forms of media, there are important issues that must be taken in consideration when taking photographs and videos.

Terminology:

For the sake of simplicity we will refer to both photographs and video footage as images here onwards as the issues are the same regardless of the medium.

Legal issues around the taking of images:

As images count as personal information under the data protection act of 1998 (need to check various laws such as gdpr too) It is therefore important that the consent of individuals (or in the case of children parents/ carers permission) is obtained before an image is taken or used.

People may have good reasons for refusing consent particularly in regards to children. Some reasons that may be given include: legal disputes, local authority care, adoption or issues around sharing a child location. However, a reason does not need to be given for a refusal to give consent.

General Consent:

Permission must be obtained from both adults and children before an Image is taken. You must obtain written and specific consent from individuals (or in the case of children parents/ carers permission) before using images on a website; this includes all social media, and church websites. Images of Children or vulnerable adults should not be taken unless there is another adult present. All images must respect the dignity of the person whose image is being taken.

Consent for under 18's:

In the case of Children and youth this consent needs to be updated once a year (it is normally included on the updated permission forms), and parents should be aware that they are always able to revoke this permission or ask for specific images to be removed should they so choose, without any need for explanation should they so choose. There should be two fold consent; to the image being taken, and to being used for publicity. The child's wishes must also be heeded and if they do not wish to have their image taken or used for something, this must be followed, they may also ask for an image to be removed after it has been used, and where possible this should be followed.

Consent for vulnerable adults:

For vulnerable adults, images should only be used for a purpose that is explained to them and which they give their consent to preferably in writing i.e. they understand and give consent. They should see the image before being asked to give consent to it being used. If the adult cannot give informed consent the image should not be used, unless the individual

cannot be identified from the image, or a legal guardian is able to give consent on their behalf.

Taking of Images:

Ideally only use a church provided camera (or memory card), so that the church has the original master copies and is in control over who has access to any images. Where this is not possible or feasible images should be downloaded onto the church shared drive as soon as possible after they have been taken and then should be deleted from the original camera. Images should generally; be group shots that focus on the activity, be age appropriate, and people included must be appropriately dressed. In any situation where people might be scantily dressed e.g. for swimming, you should also avoid any full body shots or particular close ups.

All images must respect the dignity of the person whose image is being taken.

Storage of images:

Where possible images should be stored securely along with information about what they may be used for and what consent we have for them.

Where possible we should be clear about whether or not images will be stored or retained for further use.

Guidelines for the use of Images:

When using images for publicity or online, you should ideally use group images over individuals, unless it is used to show who someone is. In the case of using children's images it is important that we never identify them by name or other personal details. Focus should primarily be on the activity rather than a specific individual. If you cannot find or obtain consent images must not be used i.e. consent must not be assumed.

General image taking:

In the case of taking images at public events it is not practical to obtain permission from everyone in attendance and as such it is perfectly acceptable to ask people to let the organisation know if they do NOT want their or their child's image taken. In this situation the onus on the individual or parent/carer, to contact the organiser if they have any objections. However it important that we consider carefully how images taken at such events are used.

Where individuals take photos at an event they should be advised that they are to be used for personal use only and are not to be displayed in any public space or online (unless they seek out permission of all parties involved).

Policy on photography and videoing in Church:

The PCC approved the following policy and notice is displayed prominently in Church regarding the use of photography and filming in Church:

Photography or filming is not allowed during services at Holy Trinity unless prior permission has been granted by the Vicar or churchwardens. This includes weddings and baptisms.

No person may be photographed or filmed without their permission.