

Photography Policy

PHOTOGRAPHY POLICY

1. Definitions

- 1.1. For the purposes of this policy, photographic filming equipment includes any equipment or device capable of capturing and storing or transmitting static or moving images; including but not restricted to; film or digital cameras, mobile phones with a camera/video facility, web cameras and video cameras.

2. Our Policy

- 2.1. We will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers.
- 2.2. We will confirm parents/carers consent has been given to use photographs in Parish publications, in displays in Church or in the Parish Rooms, and/or on the Parish website via the Group Registration Forms, which are renewed annually.
- 2.3. We will avoid using photos of individual children and will use group photographs wherever possible.
- 2.4. We will not use photographs if a child can be identified by their name and will never publish names, addresses or any other personal data.
- 2.5. We will take all steps to ensure these images are used solely for the purposes they are intended. If we become aware that these images are being used inappropriately, immediate action will be taken to resolve the situation.
- 2.6. If a video camera is to be used as a training tool; for example for trainee bell ringers; we will ensure that the Group Registration Form confirms that parents/carers have consented to this. We will ensure that the videotape is erased after the teaching session has been completed, preferably in the presence of the Group Leader
- 2.7. We will ensure that all photographic images will stored in accordance with Data Protection Act principles and will be securely deleted/disposed of when no longer required.