

Ashwood Church

Use of Photography Policy

This policy outlines how we are going to approach the use of photography within Ashwood Church.

General Principles

- We want to celebrate the life of the church. To do that well, we want to use photographs and other visuals.
- Therefore, we will use good quality photographs that are, clear, uncluttered, well composed, etc.
- Digital photographs taken for church purposes will be deleted from mobile devices (e.g. phones, camera memory cards) as soon as is practically possible.
- As far as we can be aware, we will not put anyone at risk by publishing their photograph
- Photographing children and young people should be conducted with sensitivity and courtesy. Children generally like having their picture taken, but there may be moments when they would rather not. Consent of the child or young person is just as important as parental permission.
- Images should focus on small groups rather than individuals
- We will respect people's wishes concerning their image being used in church publicity
- We will have written parental consent to use the image of under 18s

We recognise that it is beneficial to the work of the church with children and young people to photograph various activities. Additionally we may be involved in the production of photographic or video based art work.

Whilst it is not illegal to take photographs of children participating in church activities, photographs and video images of children and young people are classed as personal data under the terms of the Data Protection Act 1998. Therefore using such images for publicity purposes will require the consent of children and young people and their legal guardians. This means that the church will not display images on websites, in publications or elsewhere in public space without such consent.

The wishes of any child, young person or parent/guardian not to be photographed must be upheld.

The church will ensure:

- The child or young person should be given a chance to opt out when a photograph is taken.
- If the photograph is used, the child or young person will not be named.
- If the young person is named, their photograph will not be used.
- Images are used only for the purposes for which consent has been obtained.
- Parental consent forms will be retained on file.

Using images of Children and Young People

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of children or young people. Occasionally, we may take photographs of children and young people at events. We may use these images in printed publications as well as on our website. We may also make video recordings at events.

Please answer questions 1 to 3 on the form attached, then sign and date the form where shown, and return it to the Group leader.

Conditions of use

1. We will not use personal details or full names (which means first name and surname) of any child or young person in a photographic image or video, on our website, in printed publications.
2. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website or in printed publications
3. If we use photographs of individual children or young people, we will not use the name of that child or young person in the accompanying text or photo caption.
4. If we name a child or young person in the text, we will not use a photograph of that child or young person to accompany the article.
5. We may use group photographs or footage with very general labels, such as 'children's day' or 'youth festival'.
6. We will only use images of children and young people who are suitably dressed, to reduce the risk of those photos being used inappropriately.
7. You can ask the church to stop using your child's images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

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Using images of Children and Young People taken in video recordings and/or photographs.

Parental Consent Form

Name of child or young person _____

1. May we use your child's image in printed publications? YES / NO
2. May we use your child's image on the Church website? YES / NO
3. May we record your child's image on video? YES / NO

I have read and understand the conditions of use on this form.

Signature _____ Date _____

Name of parent/guardian (Block capitals) _____