ashwood church

Photography Use Policy

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Next review date: Oct 2028

Version Control

Date	Version	Name	Description
04/02/2017	1.00	Claire Bell	Initial Version
18/01/2019	1.10	Zoe Bell	Updated for GDPR 2018
April 2020	1.20	Zoe Bell	General review
July 2021	1.30	Zoe Bell	General review – updated with Administrator having permission to access images and 'church owned devices'
30/07/2024	1.40	Gaye Locke	General review
28/10/2026	1.50	Gaye Locke	General review

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.
- As far as we can be aware, we will not put anyone at risk by publishing their photograph
- We recognise that a person's image is classed as personal to them, and so will not share photographs inappropriately, or if a person expresses that they do not wish their photograph to be shared publically.
- We will only take photographs at public events where it could be realistically expected that photographs will be taken.
- Images should focus on small groups rather than individuals
- We will respect people's wishes concerning their image being used in church publicity
- Photographs and digital images should always be stored appropriately in a secure location that cannot be accessed by the public.

Photographs and Video of Children and Young People

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.

However, we also recognise that is vital that as a church we are responsible for the safeguarding of children and young people who attend church or church events. The area of photography and video is one in which we must take special care in relation to children and young people.

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 General Data Protection Regulation (GDPR) 2018. 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.

To ensure the safety of children and young people, Ashwood Church undertakes to work within the following guidelines:

1. Signed consent must be obtained from the parent/carer of any young person or child before we take a photograph of them in which they can be identified. This includes during public events in the community. Permissions should be obtained and updated on a regular basis and will be held securely, in a locked cabinet in the Ashwood Centre or on our secure iKnow system, only accessed by the following officials:-
    - Safeguarding Officer
    - Youth Worker
    - Zones Coordinator
    - Community Worker
    - Senior Leadership Team
    - Pastoral Coordinator
    - Administrator
    - Seesaw Coordinator
2. Unless we have signed consent, a photograph should not be taken at all of a child or young person.

3. No photographs should be taken by staff or volunteers of Ashwood Church on mobile phones or devices other than the official Ashwood Church devices. We recognise that this is often the most convenient way to take photographs but to ensure photographs are always stored safely, and to set an example to others, an Ashwood Church device will be made available to take photographs at all meetings and events where photographs are appropriate.

4. We will communicate regularly and clearly that personal mobile phones should not be used at our events to photograph or video other people's children, and that any photographs or video taken by the public at Ashwood Church events should never be shared on personal social media.

5. Only those officials listed above, or the individuals they delegate, should use the church device at public events. Those persons should have a regularly updated list of children and young people for whom we have written consent to appear in photographs.

6. Even if written consent is gained, the child or young person should be given the chance to opt out when a photograph is taken.

7. A child or young person for whom we do not have permission to take photographs of should never be asked to remove themselves from a situation before a photograph is taken. This can make children and young people feel singled out. In this case we will make the decision to not take a photograph on this occasion.

8. When using photographs, Ashwood church will ensure:
    - 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.
9. Parental consent forms will be retained on file.
10. Oversight of this policy is the responsibility of the Safeguarding Officer.

Using images of Children and Young People

To comply with the General Data Protection Regulation (GDPR) 2018, 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, or 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.

Ashwood Church

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)