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Church/Circuit

## Camera, Photograph and Video Policy

(to be used in conjunction with the Social Media policy)

### **General statement of policy**

Our policy is to ensure, so far as is reasonably practicable, that our activities which include taking photographs and videos are carried out safely and do not pose a risk to our employees, volunteers, congregation, visitors, children and vulnerable adults and others. This will be in accordance with good practice and any relevant statutory provisions where they apply. This policy should be used in conjunction with the Social media and e Communication Policy.

The Church Council/Circuit meeting accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will keep Camera, Photograph and Video Policy matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteers to exercise personal responsibility for their own e-safety and that of others. This policy will be brought to their attention.

A copy of the policy will be kept in the church and made available to others on request.

Signed: \_\_\_\_\_ Chair of Church Council/Circuit meeting

Name \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_

See information on this link for 'Children and Youth Social media and communications guidance for churches' There is useful information on various social media platforms such as Facebook - Twitter - Instagram - Snapchat - WhatsApp – YouTube.

<https://www.methodist.org.uk/media/17148/children-and-youth-social-media-guidance-060520.pdf>

Using Zoom safely

<https://www.methodist.org.uk/for-churches/guidance-for-churches/digital-communication-guidance-for-churches/using-zoom-safely/>

## Introduction

Photographs, audio clips and videos (referred to as “images” in this policy) are a brilliant way of sharing on social media, on websites, in church magazines and on our notice boards what is happening in our churches.

However, these images are data and must be taken, stored and then deleted in line with GDPR regulations.

It is a legal requirement, under the Data Protection Act 2018, that consent is given for any images to be used. See Consent section below.

## Good Practice Guidelines

- Do not photograph or record anyone without permission.
- Photographs or recordings should focus on the activity not on a particular participant.
- Images should focus on small groups rather than repeatedly on the same individuals.
- If anyone is named, avoid using their full name connected to the photograph
- Everyone must be appropriately dressed when photographed
- All images must respect the dignity of the person being photographed
- Event leaders should designate a person/named individuals to be the event photographer(s) and no one else should take any photographs or recordings.

However, parents may take photographs and recordings of their own children and must be reminded not to include anyone else within the images.

- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event leader.
- When an image is taken for publication or distribution, those photographed should be aware it is being done.

Awareness can be assumed if:-

The people are attending a photo call

The intention of taking images is included in the invitation to the event and people are given the opportunity to opt out.

- Ensure that any use of images reflects the diversity of age, ethnicity and gender of the activity
- Ensure that anyone taking photographs or making recordings (including professionals) have read this policy and agree to abide by it.

## Consent

- Consent must be obtained before taking and using images, and a chance to opt out must be given  
Images should only be used for the specific purpose agreed by the person photographed.  
Written consent must specify what purposes the image will be used for, and how it will be stored and destroyed in line with GDPR.
- Further written consent is required if images are to be used in other ways than originally specified.
- Children aged 11 years or younger need parental/carers consent. Children aged between 12 years old and 18 years old need to give their own consent **as well as** have parental/carers consent. The relevant forms are at the end of this policy and available on this link (*at the bottom of the page*)

<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/forms/>

- For vulnerable adults, images should only be used for a purpose which is explained to them, and to which they give their recorded and preferably signed informed consent. The person who obtains the consent should give their relationship to the person photographed and the name and address of the organisation for which they work or volunteer. If the vulnerable adult cannot give informed consent the images should not be used, unless the individual cannot be identified from the photograph.
- For any photograph for Circuit /District use it will be assumed that consent has been obtained before submission
- In the case of a general photograph of a public event, where no individual or group of people is the focus, prior consent of everyone is not required. It is still appropriate to consider carefully where and how such photos should be displayed.

### **Storage of images**

- Be clear about whether the image is to be retained for future use
  - Store the image (and consent forms) securely in line with GDPR regulations and include this on your church data mapping sheet
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