



USE OF PHOTOGRAPHS POLICY¹

The use of images is governed by the requirements of the Data Protection Act 2018. This states that a person (or parent/carer) must have given explicit permission before any personal details can be published, including via the internet. Personal details include names, addresses, phone numbers, photographs, email addresses and even photographs of people's houses.

The good practice guidelines outlined below must be followed by official photographers, Church members or visitors in order to safeguard and protect individuals including children, young people, and vulnerable adults. This policy should be read in conjunction with the Data Privacy Notice and the Data Protection Policy.

Good practice guidelines for photography or video recording at Church events

1. Check with the Safeguarding Coordinator to establish whether there are any other individuals (separate to children, young people, and vulnerable adults) who should not be photographed or videoed.
2. Use a consent form as a matter of course for all groups and events, at the same time as you collect contact details, permission slips or registration forms (see Appendix 1 for suggested wording).
3. If it is impractical to ask all people at an event to sign a consent form (for example in a service), put the Notice about Photographs or Video Recording (Appendix 2) in prominent places or in the event programme and make sure all photographers and video recorders are aware of these guidelines. You may also want to read the text of the Notice out in any notices.
4. Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
5. All children, young people or vulnerable adults must be appropriately dressed when photographed or video recorded.
6. All people taking photographs or video recording footage for official use at the event should register with the event organiser.

¹ The Christ Church Network is the operating name of the Newland Christian Trust: a Christian charity (1101648) and Limited Company (04976143)

7. All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser who should then report this to the Safeguarding Coordinator.
8. At large events set up photo or video recording opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part in the event but not to be photographed or video recorded.

Guidance on the use of photographic material in the Network, including the internet

9. The Network Churches and groups creating their own website are encouraged to observe the safeguarding guidelines below and to regularly review the pages of their site so that it remains up to date, effective and safe:
 - Photographs and video recordings are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
 - Obtain consent from individuals (if they have capacity) or parents/carers before using photographs or video recordings of children, young people or vulnerable adults on a website.
 - Children, young people or vulnerable adults should not be identified by name or other personal details. These details include e-mail or postal addresses and telephone numbers.
 - Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
 - Only use images of children, young people or vulnerable adults in suitable dress.
 - The use of inappropriate images should be reported to the Safeguarding Coordinator and through the standard procedures (Priority Services Register and statutory authorities) to reduce the risks to children, young people or vulnerable adults.

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Appendix 1

Photography and Video Recording Consent (suggested) form of wording

- Christ Church Network takes the issue of safeguarding very seriously, and this includes the use of images of children, young people and vulnerable adults. We occasionally include images of children, young people and vulnerable adults in publications and on our website. But we have a duty of care which means that children, young people and vulnerable adults must remain unidentifiable, reducing the risk of inappropriate contact.
- We ask that individuals (if they have capacity), or parents/carers, consent to the Churches in the Network taking and using photographs or recorded images of children, young people or vulnerable adults. Any use of images at the Network Churches is underpinned by our Safeguarding Policies (<https://christchurchnetwork.org.uk/safeguarding.htm>). The full name of a child, young person or vulnerable adult should never be included alongside an image.
- Please complete, sign and return this form to the person named at the bottom of the form.
- I consent to photographs or video recording of the person named below, appearing in Church printed publications or websites. I understand that the images will be used only for Church purposes and that the identity of the person will be protected. I also acknowledge that the images may also be used in and distributed using other media, such as DVD.

Appendix 2

Notice about Photographs and Video Recordings (suggested form of wording)

- It is possible during this event that a child, young person or vulnerable adult may be photographed or video recorded. The Network Churches will take all steps to ensure that these images are used solely for the purposes that they are intended.
- If you become aware that these images are being used inappropriately you should inform an official as soon as possible. If you would prefer that a child, young person or vulnerable adult photograph or video recording is not taken please advise the organiser.