

Eastleigh Baptist Church & Wells Place Centre CIC (the Church) Photograph and Video Policy

1. Overview

The Church is committed to the following principles regarding photographing or videoing (taking images of) events or services:

- It is important to have images of events to have a record of the memory of that event, to have a visual history of the church and to celebrate what God has done through that event.
- It is therefore in the legitimate interests of the Church to take these images.
- The Church recognises that not everyone is happy to be recorded in this way and will ensure as far as possible that those not willing to have images taken will not be. Occasionally in a large group setting this may be unavoidable.
- Sunday services and occasionally other services get videoed for the benefit of people who can't attend. There will always be an area of the church that people can sit in who do not wish to be videoed.
- Children (under 16 years of age) will never have images taken without the consent of parents except in crowd situations where this is sometimes unavoidable.

2. Photography and Filming of Children

Photographing young people or children should be conducted with sensitivity and courtesy. Consent of the child or young person is important.

The Church must obtain written parental permission for all children (under 16 years of age) to have images taken while taking part in weekly Church activities which are just for children ie they attend without their parents being present. This permission should be collected at least annually and must specifically cover the activities in which their child will be photographed or videoed during that year. Parents can withdraw this permission at any time during the year. A privacy policy stating this must be produced and read by parents at the time at which consent is given in writing.

The Church must obtain written parental permission for all children (under 16 years of age) to have images taken while taking part in one-off Church events which are just for children such as Holiday Club or Soul Survivor ie they attend without their parents being present. This permission should be collected on sign up for the event and cover taking photographs or videos during that event only. Parents can withdraw this permission at any time. A privacy policy stating this must be produced and read by parents at the time at which consent is given in writing.

Children will never be photographed if they are not suitably dressed eg in swimming costumes.



Only permitted photographers or videographers (PPVs) can be used when producing these images. See section 6 below. The Group Leader must inform the PPV of any children for whom permission has not been given by the parent for images to be taken.

Commented [PW1]: This paragraph is a duplicate of the later one about security

When children attend Church family events (eg a Stay to Lunch) with their parents and images are being taken, parents must give verbal consent for the PPV to take the image. When crowd images are being taken, a privacy notice must be available for parents to read and the option of being in an area not covered by the image available

Using Images of Children

Images created by PPVs can be used internally eg on a notice board or in a presentation to be used in Church services. Children should not be identified by name in such displays nor should it be possible to infer their identity from any caption. General captions such as “youth enjoying sport” are permissible.

Images created by PPVs cannot be used online eg on the Church’s website, Facebook page, One Magazine etc or in publicly available brochures without prior written consent from the parents for use on each type of platform.

If consent has not be given to use the image of one child in a group shot of children then this child’s image must be obscured before the group shot is used online.

3. Photography and Filming of Individual or Small Groups of Adults

PPVs may take images of individual adults or a small group of adults with their verbal consent. If the adult is deemed to be a Vulnerable Adult then images must not be taken without prior written consent.

Using Images of Individual or Small Groups of Adults

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Images created by PPVs cannot be used online eg on the Church’s website, Facebook page, One Magazine or in publicly available brochures etc without prior written consent for use on each type of platform.



4. Photography and Filming of Large Group Events

PPVs may take images in large group events such as a Stay to Lunch provided a Privacy Notice is displayed and an area is available for those to sit / stand where the image will not cover. This includes church services. The area in which to sit to avoid images being created during a church service must be communicated either via the notice sheet (if there is one) or verbally with other health & safety information at the start of a service and before the images start to be made.

Using Images of Large Group Events

Images created by PPVs can be used internally eg on a notice board or in a presentation to be used in Church services or online or in publicly available brochures without prior consent. These images should convey a crowd gathered for an event rather than focussing on individuals. Use of these images online must be agreed by one of the Data Protection Leads.

5. Privacy Notices

Example privacy notices can be obtained from the Data Protection Leads and must be tailored to the particular situation or event being photographed or filmed. The Group Leader must ensure that these privacy notices are given, displayed or provided appropriately and in the correct context. Sometimes it will be appropriate to include a privacy notice regarding taking images into a wider privacy notice particularly when signing up for events.

6. Permitted Photographers or Videographers PPVs

All PPVs must be DBS checked. PPVs include:

- The Ministers
- The Data Protection Leads
- The Data Protection Trustee
- Others as sourced by Group Leaders AND appointed by one of the above AND who have signed as having read and understood this policy.

When PPVs are taking images during an event which is open to the public they must wear identification to show that they are official photographers and have the relevant privacy notices and consent forms available.

All PPVs must clear the images they have taken of children or Vulnerable Adults for a Group Leader with that Group Leader as having the appropriate consents in place before uploading the images onto the Church server or authorised computer system. Once uploaded onto the Church Media Server, PPVs must then complete the data log with details of this upload and then delete the images from their in-camera storage.

Commented [PW2]: Sure this only applies to child photos? Also, what about events where there is no Group Leader (ie Nativity Experience, street parties).



PPVs who take images of children or Vulnerable Adults at a public event must also submit the consent forms they have had completed and file these with the data log on uploading the images.

7. Images taken by individuals for personal use

Individuals who take images during Church activities for their own personal use are not covered by the Data Protection Act. This policy does not therefore extend to these circumstances. Eg

A grandparent attends a child lead Sunday service and takes a number of photographs and then posts on their own Facebook page.

Occasionally the Church will be offered copies of these images. This is not permitted in usual circumstances as consent was not given to the Church from the individuals in the image. The Data Protection Trustee or Data Protection Leads may, at their discretion, ask for consent from the individuals in the images in order to then receive the copies.

8. Security

Images and videos will be stored securely on the Church's server which is password protected. Alternatively, the Data Protection Trustee or Data Protection Leads might authorise other systems for storing images providing that minimum standards of security are applied. Images will be deleted from PPVs own in camera storage (the camera should also be stored securely while they contain the images taken) within 72 hours of the event (or returning from a trip).

Edited video footage will transferred to the Church's server within 72hrs of completion of the editing project and then deleted from the original camera media.

Once uploaded, images will be entered in the data log and access restricted to paid staff, the Technical Team and the Communications Team.

9. Retention of Images

Images of church activities will be retained indefinitely as they are a record of church history. Images of one-off events will be retained as per the details of the privacy notice written for that event.

10. Copyright Policy

Unless otherwise indicated, photographs and videos published by the Church are the

Commented [PW3]: I have had a chat with a few people about the 48 hours in the Safeguarding policy. Katy Zilwood was particularly helpful since her school has a similar policy. The reason for this is NOT to meet data protection requirements, it is to safeguard teachers. Hence, if they don't have photos, then it reduces the risk of them being accused of having photos for other reasons. Hence given this policy relates to the PPV rather than children and youth leaders, we can leave this at 72 hours.



property of and are copyrighted or licensed by the Church and may not be used for any purpose (including but not limited to downloading, printing, distributing and linking) without permission from the Church and/or Copyright holder.

The Church will obtain permission to use any photographs and graphics from other sources before using within any publication, website or other medium.

Commented [PW4]: Just to cover the fact that you might have some photos licenced to you what you don't own the Copyright to.

11. Review of Policy

This policy was created on 16th May 2018 and will be reviewed annually.

