



Photographic Policy for Services and Events

Photography and video recording are important ways of recording St Mary-le-Tower activity and providing an historic record – illustrating and celebrating important moments in people’s lives and the life of our Church. It is, however, a powerful and personal process, and we therefore respect the rights of everyone to make the choice whether or not to be photographed.

The PCC’s policy and responsibilities for safeguarding and the protection of children, young people and vulnerable adults is published on the website. The Safeguarding Policy requires that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult.

The use of images is governed by the requirements of the Data Protection Act 1998. This is a legal requirement that the consent of the adult who may be vulnerable, or a child and his/her parent or guardian is obtained for the taking and using of images.

St Mary-le-Tower takes the issue of safeguarding very seriously. 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 anonymous, reducing the risk of inappropriate contact.

Under no circumstances must photography and / or video recording take place during Church service, Concerts or other events except with permission of the Vicar.

Parents, guardians or carers must consent to St Mary-le-Tower taking and using photographs or recorded images of children, young people or vulnerable adults. However, St Mary-le-Tower will **never** publish the full name of a child, young person or vulnerable adult alongside an image.



SMLT PCC's practice for photography or video recording

- Photography or video recording should focus on the activity or on a small group not on a particular child, young person or vulnerable adult.
- If a child, young person or vulnerable adult is named then you must avoid using their photograph or video recording.
- 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).
- All children, young people or vulnerable adults must be appropriately dressed when photographed or video recorded to reduce the risk of inappropriate use.
- All people taking photographs or video recording footage for official use at a Church service or event must first register with the Vicar and/or Churchwarden and event organiser.
- All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the PCC's Safeguarding Officer as soon as possible. Details of the PCC Safeguarding Officer, including contact details are on the Church Website and also on the Safeguarding notice board in Church House.
- At large Church services and events please only carry out photo or video recording opportunities at the end. This allows proceedings to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part without the worry of being photographed or video recorded.
- If there are children, young people or vulnerable adults at a Church service or event for whom you do not have a completed consent form,



then the Notice about Photographs or Video Recording (see below) must be put in prominent places or in the service / event programme and make sure that all official photographers and video recorders are aware of these guidelines.

- Photographs and recordings must be held, and then disposed of, securely so that they don't end up in the hands of a third party.

Action

- Photographs and video recordings are classified as 'personal data' as far as data protection legislation is concerned and use of such personal data must be used responsibly.
- Obtain written and specific consent from parents, guardians or carers before using any photographs or video recordings of children, young people or vulnerable adults on a website.
- Children, young people or vulnerable adults should never be identified by name and other personal details. These details include e-mail, postal addresses, telephone numbers or Social Media identifiers.
- When using photographs or video recordings of children, young people or vulnerable adults, it is preferable to use group pictures. When a photograph or video recording of an individual child, young person or vulnerable adult is used, names or other personal details should never be used in any accompanying caption.
- Ensure that the image files are appropriately and responsibly named – do not use names in image filenames or Alt tags.
- Photographs and footage must not be held longer than necessary.

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- Photographs must be destroyed if the people in them ask you to destroy them.
- Store photographs and images in a secure location where only authorised staff have access to them.
- Only use images of children, young person or vulnerable adults fully clothed to reduce the risk of inappropriate use.
- The use of inappropriate images should be reported to the PCC Safeguarding Officer to reduce the risks to children, young people or vulnerable adults and for action to be taken as appropriate.
- When posting activity ideas for children, young people or vulnerable adults ensure they comply with good safeguarding practice.

Parent's practice for photography or video recording

It shall be at St Mary-le-Tower's discretion whether photographs and video may be taken at our Church services, concerts or other events. Family and friends taking photographs and videos on such occasions for their own private viewing will not be covered by data protection legislation. Where we decide to allow such photography and video, the participants are asked not to publish anything online that shows any children other than their own.

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