

## BESSELS GREEN BAPTIST CHURCH

### PHOTOGRAPHY/ VIDEOGRAPHY POLICY

1. Whilst it is right to celebrate the activities and fun that the children and adults in our congregation have, by taking photos and videos and sharing those with others, we recognise our duty to protect the individuals featured in those images.
2. When taking and using photographs/videos (called 'images'):
  - 2.1. Unless we have the express written consent from the individual (or parent/carer as appropriate), we will not identify individuals by name (first name or surname) or other personal details (including email/postal addresses or telephone numbers etc.) in photography/video captions or any text associated with the images. If an individual is named in the text, their image will not be used. If an image of an individual is used, that individual will not be named, either on the image or in the text.
  - 2.2. We may apply very general labels to images, such as 'Christmas Nativity' or 'Messy Church activities'.
  - 2.3. We will only use images of individuals in suitable dress, to reduce the risk of inappropriate use.
  - 2.4. We will obtain parental/carer permission for a child (anyone under the age of 18) to be photographed/videoed.
  - 2.5. We will obtain parental/carer permission for the child's image to be used in church displays, church publications, on the church website and associated social media and in the media.
  - 2.6. We will obtain consent from Adults over the age of 18 for the use of their image.
  - 2.7. All photographers/videographers will be asked to adhere to our 'Guidelines for Photographing/Videoing Church Activities and Events' annexed to this Policy.
  - 2.8. We will not allow photographers/videographers unsupervised access to children.
  - 2.9. All youth work events/trips will have their own consent forms, including consent for images to be taken and used in church displays, church publications, on the church website and associated social media, and in the media.
  - 2.10. All images will be stored in a secure location as agreed by the Trustees.
  - 2.11. A reminder about the Photography/Videography policy will be made annually at the church AGM and consent forms will be available for those who need to complete one.

3. At services and events where BGBC have requested an official photographer/videographer to be present we will adopt the following procedure:
  - 3.1. We will put notices round the building explaining in brief the Photography/Videography policy and provide details on how to obtain a consent form.
  - 3.2. The service/event leader will mention the presence of the photographer/videographer and will remind people to complete a consent form if they have not previously done so. Wording along the lines of “Events – Notice about Photographs/Videos” as annexed should be used.
  - 3.3. The service/event leader will ask all those who do NOT consent to having their image taken, to move to the back of the area being photographed/videoed, or in the case of the church sanctuary, to move up on to the balcony.
  - 3.4. Consent forms will be available from the Stewards.

## **Guidelines for Photographing/Videoing Church Activities and Events**

1. Do not take images (photographs or videos) of any child who has asked not to be photographed/videoed.
2. Do not take images of any adult who has asked not be photographed/videoed, or who doesn't appear able to give consent.
3. Where possible, images should focus on the activity, not on a particular person.
4. Where possible, images should focus on groups rather than individuals.
5. If the name of the individual can be seen in the image, avoid taking the image.
6. All individuals must be appropriately dressed when photographed/videoed.
  - 6.1. Do not take images of individuals in swim wear, night clothes, athletics/gymnastics clothes etc.
7. All people taking images for official use at an event/activity should register with the activity leader/event organiser.
8. All concerns regarding inappropriate behaviour or intrusive photography/ videography should be reported to the activity leader/event organiser.

## **Events – Notice about Photographs/Videos**

During this activity/event a photographer may take photographs and/or videos of you and/or your child. BGBC will take all reasonable steps to ensure that these images are used solely for the purposes that they are intended, which is the promotion and celebration of the life of our church.

If you have not already completed our Photography/Videography Consent form for yourself and all other members of your family, please obtain a copy from one of the Stewards and return it before you leave. If you would prefer not to have your image taken would you please move to the back of the area being photographed/videoed or in the case of the sanctuary move up on to the balcony.

If you become aware that these images are being used inappropriately, please inform the Trustees as soon as possible.

We recognise that you may wish to take a few images for your own personal use. We ask that these images focus as much as possible on your own child/children, and that you do not post these photos on the internet or share them on social media sites.

## Photography And Videography Consent Form

At Bessels Green Baptist Church we feel there is value in taking and using images of our activities to promote what we do as a church. On occasions we may take photographs and/or videos of the people engaged in our activities and events.

We may use these images in church services, on church display boards and in printed church publications. We may also use these images on our church website, social media sites and internet video-hosting sites (such as YouTube).

We may engage the services of third parties to take these images on our behalf, who may use the images in their own promotional activities.

From time to time, our church may be visited by the media who may take photographs or film footage of an event. Those attending the event may appear in these images which might be published in local or national newspapers, their associated websites or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of you and your family.

Please complete, sign and return this form so that we have a record of your choice of consent.

1. I consent to photographs and videos of the individuals named below, appearing in Bessels Green Baptist Church services, printed publications, displays, websites, associated social media sites, and video-hosting websites.

YES

NO

2. I consent to photographs and videos of the individuals named below being published by the press and any other third parties engaged to take images on behalf of BGBC.

YES

NO

*Please note:*

- *Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*

Name/Name of Child/Children

Name/Parent/Carer Name

Signature/Parent/Carer Signature

Date

## Conditions of Use

- It is your responsibility to inform us if you want to change your consent at any time.
- We will not use personal details or full names (first name and surname) of any individual in photography/video captions or any text associated with the images.
- If we use an image of an individual, we will not use the name of that individual in the accompanying text or photo caption.
- If we name an individual in the text, we will not use an image of that individual to accompany the text.
- We may apply very general labels to images, such as 'Christmas Nativity' or 'Messy Church activities'.
- We will only use images of individuals who are suitably dressed, to reduce the risk of such images being used inappropriately.
- **As the child's/children's parents/carers, you agree that if you take personal photographs or videos of your child/ren which include other children, you will use these for personal/family use only.** You will not post these images on the internet or any social media sites, and understand that where you have not obtained consent from the other parents, you would be in breach of the Data Protection Act 1998 if your images were used for any wider purpose.