

## **Bedworth Parish Photography Policy Version 1 (October 2019)**

### Purpose of Policy:

The purpose of this policy is to define the use of photographs and other recorded media at Bedworth Parish Churches and Activities.

### Purpose of Photography:

Bedworth Parish may present photographs or other recordings of gatherings and events to the rest of the world, primarily on our website or social media, but also in flyers, brochures, informational displays, special video projects, etc. Bedworth Parish reserves the right to also provide copies of photographs and other recordings to visiting speakers, other churches and organisations (such as the Church of England) to be used promotionally.

However, we are also very aware of the safety and sensitivities of those involved, and thereby provide the following statement of policy, which will govern photography and videography at Bedworth Parish Churches and Activities. No commercial photography will be allowed without prior permission of the nominated staff members of Bedworth Parish responsible for photography and communications.

Any event-related photo, including those of minors, taken before this policy was introduced in 2019, is not covered by this policy except in the case of a removal notice as defined below.

### General group or crowd photographs:

Bedworth Parish reserves the right to take photographs or video recordings at gatherings or any other Bedworth Parish related activities in which individuals are not prominently featured and no identifying information is presented. Bedworth Parish also reserves the right to use any of these photos or recordings for promotional purposes in media such as, but not limited to, brochures and flyers, websites and social media, online photo galleries, without seeking or requiring the consent of each person represented.

- In addition to any event or gathering taking place on church property, church-related activities also include gatherings at other locations such as parks, sporting events, mission sites etc.
- Any individual who objects to potentially being photographed as part of a Bedworth Parish activity should notify the Priest in charge, a church warden or event coordinator, or the photographer immediately upon arrival.
- Any individual who sees himself/herself or a family member in a group photo online and would like it removed may follow the photo removal procedure given below.

### Individual adults or small group photographs:

When individual adults or a small group of individuals are photographed, whether posed or candid, each person will be asked for either written or verbal consent before any use of the photographs is made.

Verbal consent will be deemed sufficient to use an individual adults or small group photo that contains no identifying information. Written consent will be obtained for any photos that contain any identifying information.

### Photographing minors:

When children under the age of 18 are photographed (except as part of a general group or crowd photo as outlined above), the written consent of at least one parent or guardian will be obtained before their photo is used or stored in any way. Permission must be obtained by written consent or by completion of a Photography Consent form provided by Bedworth Parish.

A Looked After Child or vulnerable children or adults should not be photographed (except as part of a general group or crowd photo as outlined above).

In addition, the following guidelines will be enforced:

- Under no circumstances will any identifying information (first or last name, family members, email addresses, school names, etc.) of anyone under 18 years of age be included in or associated with any photographs or videos displayed, posted, or published in any way.
- All registration forms for events, activities or programs, such youth work will contain a reference to this policy, a permission request to allow the participant to be photographed in accordance with the policy, and a clear method to allow the signing parent or guardian to "opt-out" of inclusion in any photographs or video recordings. Note that opting-out via an activity sign-up form will apply only to that activity, not as a "blanket" request (see "Opting-out" below)
- Opting-out: Parents/guardians who do not wish their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context. should send a written note or email to the church office, and Bedworth Parish will make every effort to exclude the indicated minor from any individual or small group photography. Please note that children may still be included in general group or crowd photos without identifying information; however, you may always request that any photo be removed from display.

### Requesting removal of a photograph or video:

Any individual who appears in a photo/video (or whose minor or child appear in a photo/video) that has been posted online may request that it be removed for any reason, even if prior permission had been granted, by sending a written note or email to the church office. Please indicate the person or persons involved and the photo or video in question, and it will be promptly removed from the website or other display where it is found. However, Bedworth Parish cannot be held responsible for screenshots or copies taken of photographs by the public.

### Bedworth Parish Photography Team:

Approved photographers at gatherings will be assessed for suitability for the role, trained and will abide by any Photography Team Guidelines. All Photographers will wear a Team Lanyard to identify themselves and complete a 'Personal Details and Self Declaration Form' confirming they will work in line with this policy

### Storage of Images:

Images and video will be stored in a password protected Bedworth Parish Office 365 folder, only accessible by the nominated staff members of Bedworth Parish responsible for photography and communications. An access procedure will control the authorisation, retrieval & use of any media for Bedworth Parish usage.

### Policy Change notice:

Bedworth Parish may change the content of this policy at a meeting of the its PCC without notice. It is recommended to review this and other church policies periodically