

St Nicholas Church

Policy on the use of Images and Sound Recordings

Introduction

In communications, images are just as important as the words we use. Without writing a word, they can welcome, inspire, encourage, and create a window to see into our church. Before we go ahead and use an image or video online, we need to consider consent, safeguarding and GDPR.

An 'image' refers to a photograph, film or voice recording. At St Nicholas an image will only be used for the following purposes:

- St Nicholas Church electronic and printed information
- Display boards, church website and church social media
- Publicity and advertising in external publications

If you give your consent to have images taken at St Nicholas that consent will continue to be used until you advise otherwise.

In accordance with our child safeguarding policy parents must give consent for photographs, video or other images of children under 18 years to be taken.

Events at church with official St Nicholas photography

We will make people aware that photography and filming will be taking place at an event by displaying a clear sign at the entrance. We will provide somewhere to sit for those who wish to opt out of having their image recorded.

We will ensure that professional or amateur photographers commissioned to photograph events are given a copy of this policy and agree to abide by it.

Events at church with no official St Nicholas photography

For example, during a wedding or baptismal service people are free to take photos, if the taking of them does not disrupt the service in any way, including distraction. The Rector will make it clear when photos can and cannot be taken and may ask people to wait until the end of a service.

Events outside the grounds of the church

There are some events where we have little or no control over images being recorded by members of the public when we are off the grounds of the church. For example, pub carolling, or a service held outside in a public area. Whenever possible we will give people warning that they may be filmed by members of the public and that there is nothing we can do to prevent this.

Copyright

Copyright rules mean that photos, films and other media can only be used with the permission of the person who created them. So, if someone takes photos at an event, those photos are the copyright of the person who took them and should only be used with their permission. This applies even if the person is taking the photos on behalf of a group, as a volunteer. (However, if the person is a formal employee of St Nicholas, and the photos are taken as part of their job, the copyright belongs to St Nicholas unless there is an agreement to the contrary.)

Further guidance taken from St Nicholas Church Safeguarding Policy

Images count as personal data under the Data Protection Act 2018 and the General Data Protection Regulation 2018. It is therefore a legal requirement that the consent of the adult who may be vulnerable, or child and his/her parent or guardian is obtained for the taking and using of images.

General guidelines

- Do not take pictures of children or adults who may be vulnerable without another adult present.
- When an image is taken for publication or distribution, those being photographed should be aware that it is being done.
- Awareness can be assumed if people are attending a photo-call or the intention of taking images is included in the invitation to the event and people are given the option of opting out.
- Every effort should be made to ensure that any use of images reflects the diversity of age, ethnicity and gender of those who attend St Nicholas Church.
- Ensure that professional or amateur photographers commissioned to photograph events are given a copy of this procedure and agree to abide by it.

Consent

- Consent should be obtained before taking and using images, and a chance to opt out must be given.
- Consent need not be in writing if it is not proposed to publish the images in any way; but if they are going to be displayed, used in a newspaper or magazine, or put on a website or used in social media then specific written consent should be obtained.
- Images should only be used for the specific purpose agreed by the person photographed.
- For children, written consent must be obtained from parents or guardians.
- For young people, written consent must be obtained from parents or guardians and the young people themselves.
- For vulnerable adults, images should only be used for a purpose which is explained to them, and to which they give their recorded and preferably signed informed consent; in other words, they understand and agree.
- In the case of a general photograph of a public event, such as a church fête, where no individual or group of people is the focus, prior consent of everyone is not required. It is still appropriate to consider carefully where and how such photographs should be displayed.

Publication and use of images

For children:

- As a general guideline, if the image is to be published, avoid naming the child; and if a child is named, avoid using his or her image. However, there may be circumstances where, with the explicit, written consent of the child and his or her parent or guardian, it is permissible to use the child's full name, for instance when promoting a specific performance or achievement.

- If children are not fully dressed, for example, for swimming, then:
 - focus on the activity rather than a particular child
 - avoid full face and body shots
 - consider the age of the children involved.

For adults who may be vulnerable:

- Specific consent should be sought for images of adults where it is the intention to name the person in the image in an accompanying caption or article.
- All images must respect the dignity of the person being photographed.

Storage of images

- Be clear about whether the image is to be retained for further use.
- Store the image securely.

Images taken by participants

- If, at a church-related event, children or adults who may be vulnerable use cameras or mobile phones to take photos of each other, or if parents or carers take photos of children or vulnerable adults, they should be advised that these are for personal use only and should not be displayed in any publicly accessible space, including on the internet or social networking sites.

Church Suite photo consent

What follows is the St Nicholas image permission form on Church Suite:

Please read through the information below and complete the consent form.

I understand that my image will only be used for the following purposes:

- *St Nicholas Church electronic and printed information*
- *Display boards, church website and church social media*
- *Publicity and advertising in external publications*

I understand that this image may continue to be used until I advise otherwise.

In accordance with our child safeguarding policy parents must give consent for photographs, video or other images of children under 18 years to be taken.

Adult

YES, I give my consent for my image to be used

NO, I do not give consent for my image to be used

DATE

Child/Young Person

YES, I give my consent for my child's image to be used

NO, I do not give consent for my child's image to be used

DATE