

Photography Policy

Implemented: 08/06/2020

Last Review: 08/06/2020

Next Review: 08/06/2027

1. Introduction

It is important for the promotion of Poole Communities Trust and the work we do to be able to publicise our locations, events and values. A great way to do this is through high quality images of our work, communities and members but there are many things to consider when obtaining these images and this document seeks to highlight them.

2. General Photography and Videography Guidelines – Team Members

When photographing at a Poole Communities Trust property or event as a representative of Poole Communities Trust;

- Be clearly marked as a photographer. As a Poole Communities Trust designated photographer, you should be identified by a lanyard or badge. Remember not everyone will know who you are or why you are taking photographs or videos.
- Please be respectful and aware of other people whilst taking photographs or videos.
- Where possible, obtain consent from those in your photographs and most importantly respect the wishes of those who do not wish to be included in your images or videos. It is much easier to not take a photo than it is to deal with the issue later.
- Ensure your images are well composed, of good quality and that they are stored securely. Images and video, especially when accompanied by identifying information forms part of Poole Communities Trust GDPR obligation and should be treated in the same way as personally identifiable information.
- Please ensure that if you are taking images or video of the public on one of Poole Communities Trusts locations or events that you clearly display a notification of photography or filming.(sample text can be found as part of this policy).

3. General Photography and Videography Guidelines – Public

- Please be respectful and aware of other people whilst taking photographs or videos.
- Please refrain from taking photos of other families, groups, children or individuals without their explicit consent.
- If you post your images online, please consider tagging Poole Communities Trust and/or the location or event at which the images or video were obtained.
- Please do not tag any individuals in images without their consent and remove any such tags if you are requested to do so.

4. Guidance for Photographing and Filming Where Children Are Present

It is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

It is important to be aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced if organisations are aware of the potential dangers and put appropriate measures in place.

You should also consider the data protection implications of making, using and storing images of children and young people for Poole Communities Trust use. Please ensure that any images taken which contain children or young people do not have names or other personal details attached or in any other way associated with them and rigidly respect any request not to photograph or to remove/delete any such photographs.

5. Notification of Photography or Filming – Sample Text

When you enter a Poole Communities Trust property, event or programme, you enter an area where photography, audio, and video recording may occur.

We will always ask people in our buildings or at our events whether we may take photographs or videos before doing so.

By entering the event or premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by Poole Communities Trust and its affiliates and representatives. Images, photos and/or videos may be used to promote similar Poole Communities Trust events, projects or properties in the future.

You release Poole Communities Trust, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings. By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by Poole Communities Trust or the person or entity designated to do so by Poole Communities Trust. You have been fully informed of your consent, waiver of liability, and release before entering the event.