



Photography policy

Introduction

The Joshua Tree understands that our families like to have photographs and films of their child's milestones and 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, to respect our family's rights of privacy and because of potential child protection issues, photographs must be used in a responsible way. The Joshua Tree is committed to safeguarding and promoting the welfare of children and their families and expects staff and volunteers to share in this commitment.

This policy seeks to achieve a practical balance to secure the above.

GDPR

Photographs and video images of children and their families are classed as personal data under the terms of the GDPR policy. Therefore, the images of children and their families must not be displayed in a public place without consent. This includes The Joshua Tree promotional material, social media and website.

Where photographs are taken at an event attended by large numbers, this is regarded as a public area so it's not necessary to get permission of everyone in a crowd shot.

GDPR does not apply to photographs or films taken for personal use by family and friends.

Parental guidelines for taking photographs and videos

We recognise that parents wish to take photographs and film children participating in The Joshua Tree events. We ask parents to adhere to the following guidelines when doing so:

- Parents should focus primarily on their own child and avoid photographing other children where possible;
- Parents should not publish online any photographs or film which include children other than their own unless they have written permission from all other parents involved;
- Parents should act responsibly when photographing their children at The Joshua Tree events.



General rules on using photographs of children

- Parental consent must be obtained via our parental photo consent form;
- Where we have been informed that a child is subject to a court order then we will never use their image;
- We will ensure images are stored securely and only used by those authorised to do so;
- Ensure file names given to electronic images of children do not identify the child e.g. maryjones.jpg.

Posting Photos and Videos on Social Media

While the use of social media networks can give the user a sense of personal privacy, it is important to remember that none of these sites can offer complete protection of private information. The Joshua Tree therefore suggests parents be cautious about the type of information that they post on these sites and are regularly reminded not to post an image of anyone else's child.

Commercial and Outside Photographers

- Will be given a clear brief about what is considered appropriate in terms of content and behaviour by the member of staff supervising;
- Wear identification at all times;
- Will not have unsupervised access to children or one to one photo sessions;
- Will not solicit photo sessions outside the event or at a family's home.



Photo/recordings of children and adults consent form

Tick as appropriate

Photography/ Video recording

May we use your image[s] / recording for [please tick]

Promotional publications/ Website/ Social Media
 Video/DVD/ Press releases

In order to comply with GDPR, we need your permission before we take any photographs or recordings of you.

If the form is not signed, we cannot, and will not, use your image.

Name

Age: 16 and over Under 16

Name of parent/guardian if under 16

Address

..... Postcode

Signature / Date / /

If under 16, a parent / guardian must give the signed permission

Conditions of Use

1. Images are retained on a secure Photo Library.;
2. Images are used in the following mediums – promotional publications, on video/DVD, on our website, social media and in press releases. We will only use your image[s] in the medium[s] you have agreed to on the consent form;
3. We will not publish any of your personal details;
4. If for any reason, you do not want us to retain your image[s], please contact: The Joshua Tree, 1 Old Hall, Venables Road, Northwich, Cheshire CW9 5RF
Telephone: 01606 330832 or email: office@thejoshuatree.org.uk

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Next review date: Oct 2021