



**Guidance for taking and publishing images,
photographs and videos, including on websites**
For the Church of Christ the King, Kettering.

This Policy and Procedure was adopted at a Parochial Church Council meeting held on:

Date:

Signed: Warden on behalf of PCC

Signed: Vicar and Mission Leader

It will be reviewed annually, accepted and written in the minutes of the PCC



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Introduction

Taking and publishing of images, photographs and videos is usually enjoyed by children and parents, and by adults who may be vulnerable, and can bring good publicity, but steps need to be taken to ensure that privacy is respected and no embarrassment is caused. The issues are the same for still photographs or films, and regardless of the particular technology used. They also apply to audio clips from individuals. For convenience they are all referred to as images. Images count as personal data under the Data Protection Act 1998. 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.

1. General guidance

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
- the intention of taking images is included in the invitation to the event and people are given the option of opting out.

Ensure that any use of images reflects the diversity of age, ethnicity and gender of the activity.

Ensure that professional or amateur photographers commissioned to photograph events are given a copy of this guidance and agree to abide by it.

A Designated photographer should be identified by staff or the activity leader given a photo pass from the office (if appropriate or necessary), and a memory card or camera to take the images on.

The images should be stored and edited on a CtK PC or password protected hard drive/PC that is stored in the Church office.



2. Consent

Except in the above circumstances, consent should be obtained before taking and using images, and a chance to opt out must be given.

Written Consent

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 (including the Diocesan or parish newspaper or magazine), or put on a website or social media, then specific written consent should be obtained or a clear opportunity to opt out of the images should be communicated to anyone involved.

Images should only be used for the specific purpose agreed by the person photographed. Written consent must specify what purposes the image will be used for, and how it will be stored if not destroyed. If the intention is to use an image on the internet, this must be clearly stated at the time that consent is sought. Further written consent is required if images are to be used in other ways than originally specified.

For children, written consent must be obtained from parents or guardians of the children.

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, i.e. they understand and agree. They should see the photograph before being asked to give consent. The person who obtains the consent should sign and give their relationship to the person photographed, and the name and address of the organisation for which they work or volunteer. If the vulnerable adult cannot give informed consent the images should not be used, unless the individual cannot be identified from the photograph.

For any photographs submitted for use in any Diocesan communication (for instance in the DON Diocesan newspaper, or on the Diocesan website), it will be assumed that the parish has obtained the consent of the children, parents/guardians or vulnerable adults before such submissions are made.

In the case of a general photograph of a public event, such as a church public event, 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.

A copy of the CtK privacy statement and the intent to take photos and videos notice should be on display in the church building so that people can be directed to it should they have any questions about our standard procedure.



3. 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 child's full name, for instance when promoting a specific performance or achievement.

If children are scantily dressed, e.g. 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:

For the purpose of Church policy and guidance the definition of "vulnerable adult" is contained in the Safeguarding and Clergy Discipline Measure 2016 That defines a "vulnerable adult" as a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired'.

Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term 'adults experiencing, or at risk of abuse or neglect' in order to assess eligibility to statutory social care services.

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

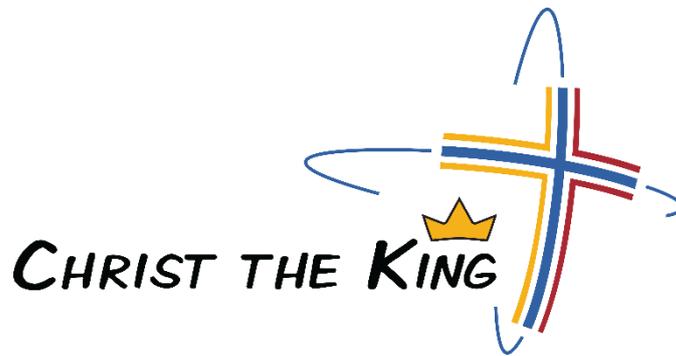
Be clear about whether the image is to be retained for further use.
Store the image securely on a password protected hard drive or PC.
Hard copies of images should also be stored securely in the church office.
Ideally, store consent forms with the image for future reference.

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 adults other than their own, they should be advised where possible that these can be used for personal use only, and advised that they should not be displayed in any publicly accessible space, including on websites or social media.

Newspapers and other print media are bound by the Press Complaints Commission Code of Practice, of which the latest version was issued in June 2004. Legitimate journalism is a 'special purpose' under the Data Protection Act, which exempts it from the requirement of security, but there are numerous restrictions on photographing children. These are not likely to be relevant to church use but advice if needed should be obtained from the Diocesan Press Officer.





Consent for taking & publishing images of Children & vulnerable Adults

At Christ the King Church, Kettering we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent. We also include images of children in our publicity with the consent of them and their parents or guardians. We have a duty of care to reduce the risk of inappropriate contact by ensuring that children must remain unidentifiable in publications. Please complete all areas of the consent form and hand to the church office or Data Controller (currently Andy Stilwell)

1. I _____ as a representative of Christ the King, Kettering
in my role as _____

2. Specific purpose image is to be used for: (tick those to be used)

- Church internal notice boards Church Publications Church website or Social Media
 Other please give details: _____

3. Storage

The image will be stored in:

- Computer file (specify which computer): _____
 Album
 Folder or Filing cabinet in Church Office
 The image will be destroyed after being used for _____

Please Complete Section B or C

B For completion by parent or guardian and child:

I consent to images of my child named below being used and stored, solely for the purposes specified above. I understand that the identity of my child will be protected in all publication of images.

Name(s) of child: _____

Name of parent or guardian: _____

Address: _____

Signatures: _____ (parent/guardian) _____ (child)

Date: _____



Children: The information requested on this form can be completed by a carer, but only those with parental responsibility for a child can sign the consent (NB: This may not include a foster carer).

C For completion by adult who may be vulnerable and the person taking their consent:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree to / do not agree (delete as appropriate) to my name being given in a caption or article accompanying the images.

Name(s) of adult: _____

Address: _____

Signature: _____ Date: _____

Name of person obtaining consent: _____

Relationship to adult / role in the church or organisation: _____

Adopted at PCC Feb 2018





The Church of Christ the King Photo “Opt-Out” Form.

At Christ the King Church, Kettering we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent. We also include images of children in our publicity with the consent of them and their parents or guardians. We have a duty of care to reduce the risk of inappropriate contact by ensuring that children must remain unidentifiable in publications. This form is for those that no longer wish to have their picture posted to the church website or social media accounts, please fill out this form and return it to the church office or Data Controller (currently Andy Stilwell).

I hereby withhold my permission for the Church of Christ the King to use photographic images of the following individual(s): (please fill in names below)

Adult Name(s):

Child Name(s):

in or on the following media: (please tick those that apply)

- CtK website
- CtK Social media accounts (facebook, twitter, pintrest, youtube)
- CtK physical publications (leaflets, notice sheets, newsletters)

- CtK notice internal notice Boards

I, _____, am the parent or legal guardian of the above named child(ren). I have read and understand the provisions of this document. _____

_____ Parent/Guardian Signature Date

*If you give permission for the use of your photographic image to appear on the website, social media and publications of the Church of Christ the King this form does not need to be signed and returned. (This opt-out form is valid from the date received by the church office)





Notice about Photographs and Video recording and Social Media

At Christ the King Church, we offer multiple Events and activities. Photographs may be taken during these activities by a representative of the church. These images may be used for CtK publications and/or may be posted to the church website or social media accounts.

Published images to the church website or social media accounts will never include names of adults or children (first or last) or any other personal information unless further verbal or written permission is obtained prior to use.

Pictures taken and used will also aim to not have a specific focal point of an individual person unless consent has been obtained.

Social Media

Whilst we all enjoying engaging with and using Social Media.
(facebook, twitter, pinterest, Instagram, snapchat, other sites & Apps)

We hope that you appreciate that not everyone wants to have all the memories of their family and friends shared online for anyone to see or indeed use for undisclosed purposes.

Please could we ask that you ensure any pictures taken by you are for you personally and not posted to social media.

Especially when other group members that may not wish the pictures to be posted are visible in the picture.

In the same way as Christ the King we would seek a person's consent before using images or videos please could you be considerate towards others and do the same.





Notice about photos and video being taken.

Please be aware that today at Christ the King Church, Kettering we plan to take photos and video of the activities taking place.

By joining us today and remaining on the grounds of Christ the King church you grant:

- (i) your consent to the taking of pictures and videos that you may be seen in;
- (ii) your consent to those images being stored in line with the church Data protection and privacy policy.
- (iii) your consent to the church of Christ the King using the pictures and videos in internal displays, its publications and/or posted to the church website or social media accounts.

If you do not wish to appear in any pictures or videos taken today please talk to a member of the team.

Or contact the Data Controller via the church office, Deeble Road, Kettering, NN16 7AA or Office@ctk.org.uk ☎ 01536 517553.

