



General Guidance for Photography/Video Helensburgh Parish Church

Photography and video activities must follow Data Protection good practices when photographing or videoing during Church activities.

Photography and video includes, that recorded on mobile phones and devices. By publically displaying images (e.g. notice boards, local press or online you are transferring sensitive or special category personal data (i.e. the images) of people caught on camera to third parties.

Information should therefore be available about proposed photography or filming in advance; for example, the dates, time and locations that will be included. This will enable those attending to opt out if they wish and for consent forms to be completed by the parents/guardians/carers of the children, adults at risk and others to be included.

It is not always essential that consent be written. Oral consent can also be given. For example, if photographs are taken at a Church event for which written consent forms were not prepared in advance, those attending can simply be asked if they are willing to agree to their photographs being published, or used in a particular way. This could be done by an announcement at the event, indicating how the pictures will be used. You should also make sure that people are aware of who they should speak to, if they do not wish to be in the pictures or do not agree to their photographs being used in this way. Where consent is provided orally, a note of that should be made on the day and retained. If the photograph is of the event in general and not a close-up of an individual, you do not need consent for this to be published. It is a question of whether the individual, is the focus of the photograph and can be recognised, if not their consent is not needed.

Neither names nor any personal information should be displayed alongside any photographs.

Mobile phones can be used to take photographs and videos which can be immediately uploaded onto the web or social networking sites, without permission. Therefore, group leaders should discourage the use of mobile phones during church activities

Group leaders must also, not post photographs or videos taken while carrying out their professional role on their personal social media site etc.