

## **Photography and Filming Policy**

The use of photography is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

1. Explaining to parents and carers why caution is necessary in our facilities
2. The purpose of photos e.g. parent's and carer's own record, media and publicity etc
3. The content required when using a professional photographer
4. Informing parents/carers and seeking their consent for any publication or media use
5. Publishing only limited details alongside individual's photos in newspapers etc
6. Taking photographs openly and away from changing areas
7. The suitability of clothing e.g., swimsuits
8. Any group photos being taken only during the activity or on the premises
9. All those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who's equipment is used should also be recorded on the registration form.

Consent is required for all forms of media outlet at our facilities and all sections of the consent form must be agreed to. If there is one area which is not agreed to, any consent is nullified to prevent unconsented distribution. (See the form below)

Phone held by the centre manager and deleted off personal devices. These are then securely stored by Gympanzees and deleted on the Gympanzees phone.

Staff may take photos using their camera phone in their area to allow photos that capture special moments. These will be immediately forwarded to the Gympanzees

At our facilities photography and filming is not allowed and therefore staff supervising the activity rooms must be watchful for the use of phone cameras by parents using the facility. The particular concern at Gympanzees is the inadvertent dissemination into digital outlets of traceable information about the location of children in the background that might give rise to safeguarding concerns. Photos may be taken with the explicit permission from staff on site provided there is no one else in the photo.

Written consent will be obtained from all parents/carers regarding photography and filming. All those that withhold consent will be clearly identifiable to alert the supervising staff of the issue.

For the lending Library, parents can send us photos of their children using the equipment but must fill in a consent form before sending photos or videos digitally. They are then stored securely by Gympanzees.

Gympanzees will employ professional photographers from time to time for promotion of our activities. They will comply with the following:

1. All those taking photos/film will sign a registration form.
2. They will be accompanied by a member of staff at all times.
3. They will obtain parental consent for all those (subject or background) in the photographs.
4. They will obtain parental consent to publish the photos widely.
5. They will take all photos openly and away from changing areas.

Gympanzees Consent Form for parents to complete for permission to be photographed is below.

## Gympanzees Consent Form

This is a digital consent form to say that you or the individual you are consenting for are happy for Gympanzees to use any photographs or videos related to the said person in their marketing coms, promotional materials, social media or website.

Please complete one form if consenting for yourself, and one form per child you are consenting for.

\*\* Gympanzees will only be able to use media of the named individual if consent is given for all check boxes. However, this is done on a separate basis for photographs and videos. For example, if you do not tick all the video consent boxes, but do tick all the photograph boxes, Gympanzees can still use photographs of the specified person, just not any videos.  
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You are free to withdraw consent at any time by emailing [info@gympanzees.org](mailto:info@gympanzees.org).

Gympanzees is a registered Charity (Charity number: 1189375). We are committed to protecting your personal information and being transparent about what information we collect, use and store. Our policy is in accordance with GDPR, the Data Protection Act (1998/2018), all other national laws and will be amended from time to time as regulations and best practice changes.

Gympanzees will never share this personal information with other organisations for marketing or commercial purposes. We will only share data when required to do so by law.

For more information around the way we collect and store data please see our privacy policy on our website:  
<https://www.gympanzees.org/wp-content/uploads/2019/03/Privacy-Notice.pdf>

Once you have filled in this consent form, you can send us any photographs or videos to [info@gympanzees.org](mailto:info@gympanzees.org). When you send media through, please state the name of the child/individual involved.

Thank you very much!

\* Required \*

1. Please enter your name or the name of the child/individual you are giving consent for: \*

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2. What is your relationship to the above named individual? (If you are consenting for yourself, please type 'consent for myself') \*

\_\_\_\_\_

3. I hereby give consent for the photo/photos of the above named individual to be used in the following (please tick the boxes you are happy to consent for): \*

Note: To reduce the risk of any photo being used incorrectly and without consent, we will only keep photos where all boxes have been ticked. However, please do not let this influence your choices.

Check all that apply:

- Gympanzees promotional material - leaflets, brochures, posters etc.
- Gympanzees social media - Twitter, Facebook, Instagram, LinkedIn
- The Gympanzee website
- Providing photos to the press for any articles related to Gympanzees
- Providing photos to grant givers
- Blog posts

4. I hereby give consent for the video/videos of the above named individual to be used in the following (please tick the boxes you are happy to give consent for): \*

Note: To reduce the risk of any videos being used incorrectly and without consent, we will only keep videos where all boxes have been ticked. However, please do not let this influence your choices.

Check all that apply:

- Gympanzees promotional material - leaflets, brochures, posters etc.
- Gympanzees social media - Twitter, Facebook, Instagram, LinkedIn
- The Gympanzee website
- Providing videos to the press for any articles related to Gympanzees
- Providing videos to grant givers
- Blog posts

5. Any additional comments or information you would like us to know:

\_\_\_\_\_

6. Date: \*

\_\_\_\_\_

Example: January 7, 2019

7. Signed (please type name): \*

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