

# Photography policy

Jubilee Church Ely

*Version 1.0*

## Introduction

This policy outlines how we are going to approach the use of photography and video recordings within Jubilee Church.

## Policy

### General principles

We want to celebrate and promote the life of the church: to do that well, we will use photographs, videos and other visuals. All images used for church purposes will be of good quality; clear, well composed and uncluttered.

As far as we can be aware, we will not put anyone at risk by publishing their image.

We operate in line with our values and within the law when creating, using and sharing images of children and young people.

### We gain consent

For informal roaming photographs or videos of gatherings, a written notice that photographs will be taken will be displayed. This should be visible during an event and made clear on publicity as well.

This notice will include

1. what the photographs will be used for.
2. a way for people to opt out of being photographed at all, or for the video editing process to omit their image, e.g., by providing lanyards to be worn by those who want to opt out of being photographed.

For group photographs, all members of the group (including any under 18s) will be given the chance to opt out.

If individuals are being photographed then specific informed permission (covering the purpose and storage method planned for the image(s)) is needed.

If the photographs include identifiable under 18s or vulnerable adults then permission is additionally required from their parents/legal guardians. Parents/legal guardians may ask the church to stop using their child's image at any time, in which case the images will be taken down from any relevant site and also deleted from storage.



We will take steps to ensure images are used solely for the purposes they are intended

We will delete digital images from 'open' mobile devices (unlocked mobile phones, cameras, etc.) as soon as practicable.

We will only use images in which people are wearing modest clothing to reduce the risk of images being appropriated for improper/immoral use.

We will only publish images in Jubilee-specific media, such as in church notices, the church newsletter, on the church website or on Jubilee-managed social media channels.

We will not give identifying labels or personal information when publishing photographs of under 18s, e.g., 'this is X who likes to collect stamps' could be used by an individual to learn more about a child/youth prior to grooming them for abuse.

We store all images securely

We will store all identifiable images and personal data, including the images of under 18s, in password-protected storage. For more information, please refer to our Data Protection policy.