



Policy Statement: Taking and Publishing of Images

1. Background

Bishop Hannington Church recognises its responsibility to act responsibly and respect the rights of individuals when taking, storing, and using photographs, digital images, or films ("images") of people taking part in church activities. For convenience, all such media are referred to in this policy as images. In addition to safeguarding considerations for children, young people, and adults at risk, Data Protection legislation places obligations on the use of images of any identifiable individual.

This policy does not apply to events held on church premises that are not church activities and are organised by external organisations or private individuals, whether the premises are hired or loaned. Those organisers are responsible for establishing their own policies.

This policy also does not apply to events where it is reasonable to assume that images will be taken as a matter of course (e.g., weddings, parties). However, if the church obtains images from such events and wishes to publish them, consent will be obtained from the individuals involved.

Bishop Hannington has a separate policy for the Live streaming of Church Services.

2. Best Practice

- 1) Before taking any images of church activities, there must be a clear understanding of why the images are being recorded—for example, to keep a record of the event, to use as a visual aid, to promote the activity within the church (e.g., Church Family News), or to promote the church through leaflets, publications, or the website. If no clear purpose exists, images should not be taken. Where a purpose exists, it should be recorded in writing.
- 2) When images are taken for publication or distribution, individuals should be made aware and given the opportunity to withdraw if they do not wish to be included.
- 3) Images used for publication or distribution should give a true and accurate impression of the activity or event.
- 4) Photographs at BH Parish events should only be taken by photographers approved by church staff or agreed children's/youth leaders. Approved photographers will be informed of the permissions in place and will avoid photographing individuals who have not given consent. Any professional or amateur photographer commissioned to photograph church activities must be made aware of this policy and agree to abide by it.
- 5) Approved photographers may take photos on their own phone or camera. As soon as possible after the event, images must be transferred to the Bishop Hannington church server or the Holy Cross church computer, and the originals deleted from the photographer's device and any personal cloud storage. The photographer will confirm completion to the event leader.
- 6) Images of children must be taken and used with particular care:
 - Children should be in suitable dress or kit. Images of activities where children are in partial states of dress (e.g., swimming) must not be used.
 - Images showing school uniforms with visible school names must not be used.
 - Photographs of children should be taken in small or mixed-age groups rather than individually.

- Images must not be labelled with names, ages, or other identifying details; only general headings may be used.

3. Consent- Children

- 1) Consent should be obtained before taking and using images of children, and an opportunity to opt out must be provided. While written consent is not always legally required, it is considered best practice in all cases.
- 2) If images will be displayed publicly, used in printed materials, or placed on a website or social media, **specific written consent** must be obtained. Consent should specify how, where, and in what context the image will be used.

Minimum consent requirements:

- Children under 13: parental consent required
 - Children aged 13–16: consent required from both parents and the child
 - Children aged 17: consent required from the young person
- 3) Images must only be used for the specific purpose for which consent was granted. Further written consent is required for any new use.
 - 4) If informal or “roving” photography is planned during an event, this must be stated in advance publicity, giving people the opportunity to opt out. Close-up images of individuals should only be taken with their permission, even where general consent has been implied.
 - 5) Parental consent for image use may be included in the registration process for an activity or event.
 - 6) Activity leaders must ensure that official photographers can identify (or be informed of) any children who must not be photographed.
 - 7) Under Data Protection legislation, individuals may withdraw consent at any time. Upon request, their image will be removed from existing and future use.

4. Consent- Adults

When an adult is the main subject of an image or is identifiable:

- 1) Consent should be obtained, and the adult must be informed of how the image will be used. Consent may be implied only where the adult has been clearly informed and given a reasonable opportunity to opt out.
- 2) Consent applies only to the specific purpose agreed and must not be reused for other purposes without further consent.
- 3) Images must not be used if the adult lacks capacity to consent.
- 4) Under Data Protection legislation, individuals may withdraw consent at any time. Upon request, their image will be removed from existing and future use.

5. Security of images

- 1) Image storage is site-specific:
 - At Bishop Hannington Church, images must be stored on the church server in a secure, permission-restricted area.
 - At Holy Cross, images must be stored on the church computer in the Holy Cross Office in a secure, permission-restricted area.
- 2) Images must not be stored (including in personal cloud storage) or used on personal computers. This includes staff and volunteers working with under-18s or adults at risk.
 - At Bishop Hannington, images may be temporarily downloaded to a church-owned office computer and must be deleted once no longer needed.
 - At Holy Cross, images must be accessed and used only on the church office computer.
- 3) Images should only be retained where there is a specific reason to keep them (e.g., as a record of an event or for publicity).
- 4) The continued retention of stored images should be reviewed annually.
- 5) Where possible, copies of consent forms should be stored with the relevant images.

6. Photography/filming by attendees at activities/events

- 1) Some church activities or events may involve attendees taking photographs for personal use.
- 2) For such events, organisers must decide in advance how attendee photography/filming will be managed and record this in the event's Risk Assessment.
- 3) For ongoing activities, photography rules should be reiterated regularly.
- 4) For one-off events, photography rules should be clearly communicated to all participants.

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