



Parish of Bishop Hannington Memorial Church, Hove

Policy Statement: Taking and Publishing of Images

Background

Bishop Hannington Church recognises that it has an obligation to act responsibly and respect the rights of individuals when taking, storing and using images (photographs, videos, etc.) of people taking part in church activities. Apart from safeguarding concerns in the case of children, young people and adults at risk there is a general obligation that applies to images taken of any individual under Data Protection legislation.

The following policy statement and guidelines are not intended to apply to events held on church premises that are not church activities and are organised by external organisations or private individuals irrespective of whether the premises are being hired or loaned to these organisations or individuals. It is the responsibility of the organisers of these events to establish their own policies in this area. Likewise it is not envisaged that these policies or guidelines should apply to events where it is reasonable to assume that images of individuals will be taken as a matter of course - such events include weddings, parties, etc. Where images taken in any of the above circumstances are obtained by the church consent will, however, be obtained from the individuals involved if the image is published in any way.

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

General

1. Before taking any images of church activities there should be a clear understanding of why the images are being recorded – for instance to keep a record of the event, for use as a visual aid, to promote the activity within the context of other church activities (eg Church Family News), to promote the church or activity through leaflets, publications or a website. If there is no clear aim then the image should not be taken – if there is it should be recorded in writing.
2. Images of children or adults at risk should only be taken with another adult present.
3. When an image is taken for publication or distribution, those being photographed should be aware that it is being done, and those who do not wish to participate, given the opportunity to withdraw.
4. Images of church activities used for publication or distribution should give a true impression of the activity or event pictured.
5. No-one should be allowed to take images at church activities without the consent of the leader of the activity. In the case of participants in the activity this consent should not be unreasonably withheld but should be granted on the understanding that the images are for personal use only and should not be displayed in any publicly accessible space, including on the internet or social media.
6. Any professional or amateur photographer commissioned to photograph church activities should be made aware of this policy statement and agree to abide by it.

Consent

7. Consent should be obtained before taking and using images, and a chance to opt out must be given. Whilst in some circumstances written consent is not required, good practice suggests that it should be obtained in all cases.

8. If it is intended that the image will be displayed, used in a newspaper or magazine (including a church publication), put on a website, specific written consent should be obtained. In the case of children and young people this should be provided by the parent or guardian. Written consent should specify the use to which the image might be put and include specific reference to putting it on a web site if this is envisaged.

9. Images should only be used for the specific purpose for which consent has been granted. Further written consent should be sought if images are to be used in other ways than originally specified.

10. In the case of adults at risk, images should only be used for the 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) image before being asked to give consent. The person who obtains the consent should sign and give their relationship to the person photographed and to the church (eg volunteer, etc). If the adult at risk cannot give informed consent the images should not be used, unless the individual cannot be identified from the (photograph.) image

11. In the case of a general image of a 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 images should be displayed.

Security of images

12. To ensure proper control of the taking of images individuals taking part in a church event should only be recorded using a church owned camera or memory card.

13. Images should be stored on a designated computer located in the church office. They should not be downloaded onto computers and devices held in other places. An exception may be made in the case of professional photographers where they have appropriate procedures to ensure the security of images.

14. Images should only be retained if there is a specific reason to keep them (e.g as a record of an event, for use in publicity, etc.).

15. The continued retention of stored images should be reviewed annually.

16. Where possible, copies of consent forms should be stored with the image for future reference.

Approved by the PCC on 22 November 2016 and re-adopted on 23rd November 2021