

# Guidance: Photographs and video recordings of children, young people and vulnerable adults

## Overarching responsibilities and legal framework

- The use of images is governed by the requirements of the Data Protection Act 1998 - GDPR (General Data Protection Regulation) from 25 May 2018. This states that a person (parent or carer in the case of children) must have given explicit permission before any personal data can be published – including via the internet. Personal data include names, addresses, phone numbers, images and email addresses.
- The diocesan policy and responsibilities for safeguarding and the protection of children, young people and vulnerable adults require that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult.

## Good practice guidelines for photography or video recording at church events

- Use the [consent form available to download from the diocesan website](#) as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.
- Photography or video recording should focus on the activity or on a small group not on a particular child, young person or vulnerable adult.
- Ensure any name badges are removed before taking the photograph or video recording.
- Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or vulnerable adult must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at the event should register with the event organiser.
- All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.
- At large events set up photo or video recording opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part in the event but not to be photographed or video recorded.
- If it is impractical to ask all people at an event to sign a consent form (e.g. at most church services which are open to the public), put a notice about photographs or video recording ([available on the diocesan website](#)) in prominent places or in the event programme, and make sure official photographers and video recorders are aware of these guidelines. You may also want to read the text out in any notices.

## **Guidance on the use of images photographic material in the parish**

- Photographs and video recordings are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents, guardians or carers before using photographs or video recordings of children, young people or vulnerable adults on a website, social media site, for media purposes or in print publications.
- Children, young people or vulnerable adults should not be identified by name or other personal details. These details include e-mail or postal addresses and telephone numbers.
- When using photographs or video recordings of children, young people or vulnerable adults, it is preferable to use group pictures. When a photograph or video recording of an individual child, young person or vulnerable adult is used, names or other personal details should not be used in any caption.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children, young person or vulnerable adult in suitable dress to reduce the risk of inappropriate use.
- The use of inappropriate images should be reported through the standard procedures (statutory authorities and diocesan safeguarding adviser) to reduce the risks to children, young people or vulnerable adult's.
- When posting activity ideas for children, young people or vulnerable adults ensure they comply with good safeguarding practice.