

North Berwick Coastal Community Connections Photography and Filming Policy

North Berwick Coastal Community Connections works with adults who are lonely and socially isolated through matching individuals to volunteer befrienders and buddy walkers, and through group events run by staff and volunteers. We use photography and filming to document our work and to raise the profile of the charity through the use of publicity materials and a social media presence.

The purpose of this policy statement is to:

- protect adults who take part in NBCCC's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of staff, volunteers and Clients during our events and activities
- ensure that we operate in line with our values and within the law when creating, using and sharing images of individuals

This policy statement applies to all staff, volunteers and other adults associated with North Berwick Coastal Community Connections.

We believe that:

- people should never experience abuse of any kind
- we have a responsibility to promote the welfare of everyone associated with North Berwick Coastal Community Connections and to take, share and use images safely.

We recognise that:

- the welfare of the volunteers and clients taking part in our activities is paramount
- individuals have a right to decide whether their images are taken and how these may be used

We will seek to keep volunteers and clients safe by:

- always asking for written consent before taking and using an image

- ensuring that only first names are used when photos are published, with the permission of the individual
- using images that positively reflect an individual's involvement in an activity

Photography and/or filming for personal use

We will ensure that individuals who attend our events, both as volunteers and clients, are monitored to ensure that they are not recording images of participants without their permission.

Photography and/or filming by a professional

If we hire a photographer for one of our events, we will seek to keep volunteers and clients safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing volunteers and clients that a photographer will be at the event and ensuring they give written consent to images of themselves being taken and shared

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by NBCCC) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of individuals that they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

North Berwick Coastal Community Connections will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the individuals who are the intended subjects of the images and inform the photographer of anyone who does not give consent.

At the event we will inform volunteers and clients that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If North Berwick Coastal Community Connections is concerned that someone is taking photographs or filming without permission, we will ask them to delete the files and, if necessary, ask them to leave.

Storing images

We will store photographs and videos of individuals securely according to our GDPR policy and processes. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 7 years.

Carol Stobie
Project Officer
North Berwick Coastal Community Connections

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