*Old Dalby Village Hall; contact; odvhall@gmail.com*

Old Dalby Village Hall

Photography and Filming Policy

Photography or filming may take place at any of our events, is universally common practice, usually positive and frequently helps us to inspire other people to engage in community activity. It also provides a means for historical recording of our events over time. Furthermore, our use of images helps to demonstrate diverse groups of people engaging in and enjoying community ventures together both during ODVH events but also as part of the wider community. We ensure compliance with safeguarding laws.   
  
By taking and publishing photographs Old Dalby Village Hall exercises its rights to freedom of expression and the rights of the public to receive information, and recording its interest in creating and archiving a historical record of ODS events by taking and retaining photographs which also have an indefinite period of promotional value, which are also ‘legitimate interests’.

Unfortunately, there are people out there who will use photos and videos for negative purposes, such as bullying, grooming, locating, and trolling. These can all start with a misjudged image. With that in mind we abide, and ask members and visitors to abide by the following principles;

**Volunteer Event Photographers**

Usually, ODVH events will have a volunteer photographer in attendance. This is someone who is taking photographs or videos for inclusion in ODVH website or social media.

When acting as an **official** event photographer, volunteers should:

* Register as an official volunteer.
* Make themselves known to the chair or committee member.
* All recorded images should be stored securely and used only for the purposes set out in this policy.
* Delete images from their personal devices as soon as practical having transferred those images securely to the chair or media manager.

**Publication of Images**

Images captured at gatherings may be published on that event’s social media feeds and/or the website.

**Notifying Participants**

Where photography is taking place at an event then the camera should always be obvious and clear to the subject of the photograph. Discreet or covert photography or filming is not condoned.

**Right to Object**

Importantly, under General Data Protection Regulations (GDPR), individuals have the right to object to their images being processed. Whilst it is not always possible to avoid an specific image being captured, where someone does object then reasonable attempts should be made to avoid photographing that individual, and all identified images of them should be deleted on request at the earliest possible opportunity unless there appears to be a reason why the image should be retained under data protection or other laws or duties.

All objections for the processing of images captured by **official** volunteer event photographers should be raised with a ODVH committee member, prior to any images being deleted, and be formally recorded as an incident.

**Identity**

In some cases it is particularly important to protect an individual’s identity, such as where someone might be employed as a social worker or where a child may need protection. As such, it is critical that members are mindful of, and sensitive to, such situations.

Full names should not be used when presenting images of children, and further care should be taken when children may be wearing clothing (such as school uniform) which could aid identification.

**Appropriate Clothing**

Under no circumstances should images be captured or shared of individuals in a state of undress, such as the unlikely possibility of whilst they are changing before or after an event. Furthermore, where images of children are concerned, additional care should be taken that they are not clothed in a way that could cause them embarrassment, lead to bullying, or result in other inappropriate actions.

**Always Positive**

Images that are published or shared should positively reflect people’s involvement in ODVH events and should always come from the perspective of celebrating participation as opposed to shaming people or making fun.

**Inclusivity**

Wherever possible, photographs should should represent the broad range of participants at an event and include people from as wide a range of backgrounds as possible.

ADOPTED BY ODVH COMMITTEE, JULY 2022

Signed; George Law, Chair, July 2022