

Trinity Church Policy on Photographs and Videos

This document sets out our policy on the taking and using of photographs and videos of people on the church premises and at church events, and using those photographs and videos in church documents, displays, emails and web sites.

We take seriously our responsibility for protecting your privacy and safeguarding children and vulnerable adults.

We use the photos and videos that we make on our web site and in news and publicity materials to inform others about the life of our church family; to promote services and other events; to communicate important news to members of the church family; and to provide information to individuals and organisations in the wider community.

We take photos and video at services and other events that often involve large groups of people, some of whom may be visitors. This makes it impossible, on a practical level, to obtain the consent of every person that might appear in a photograph or video clip, and to try to do so would be unmanageable. Instead, we have adopted an approach that informs those who come to services and other events that we take and use photographs and videos and have put in place clear procedures to safeguard the rights of those who appear in images.

We display a notice in our buildings stating that we take and use photographs and videos, and providing a point of contact for dealing with matters relating to the use of images.

When children join the Junior Church, their parents are invited to complete a form giving permission for photographs of the child to be taken and for those photos to be published on the web without their name.

When we publish photographs and videos we will obtain prior permission where required as shown in Table A. The restrictions identified only apply where the individual's face is shown and they are clearly identifiable.

We will give careful consideration to all photographs and videos prior to publication, especially if the photograph includes children or people who could be considered to be vulnerable adults. We will not publish images that we believe could cause embarrassment or have any other adverse impact.

If you do not want your images to be used in line with this policy you should seek to avoid being captured in photographs or videos being taken at church events. Where it is particularly important that your image is not published, you should advise the minister.

If we use an image of you or your family on our web site that you would like us to remove, please ask and it will be deleted.

Individuals can contact us at any time to discuss our use of images or to comment on any aspect of this policy.

The church usually allows the taking of photographs and videos in the church provided that photographers take care to avoid causing disturbance to others (especially during services) by moving around, using flash, making electronic noises or holding up LCD displays. The church may however restrict the use of cameras on some occasions (e.g. during concerts).

This policy does not seek to restrict the personal use of photographs or videos.

TABLE A - Use of Photographs and Videos by Trinity Church

Situation	Public web pages Trinity email newsletter Unite! magazine	Church photographic directory (online and printed versions)	Web site member-only pages	Noticeboards and displays within the Trinity church building.
	Web access controlled via individual usernames and passwords			
Named or identified child under 18	Not permitted	Subject to parental permission	Subject to parental permission	Subject to parental permission
Anonymous child under 18	Subject to parental permission	N/A	Subject to parental permission	Subject to parental permission
Named or identified adult	Subject to permission	Subject to permission	Subject to permission	Subject to permission
Single anonymous adult	Subject to permission	N/A	Permitted	Permitted
Anonymous adults in a group	Permitted	N/A	Permitted	Permitted

Policy Approval

This policy was approved by the Trinity Church Deacons' Meeting on 2 April 2014 and last reviewed with no changes on 5 July 2017.