

# Photography and Videography Policy

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## *Other Related Policies and Documents:*

- Privacy and Data Protection Policy
- Communications Strategy

## Special Category Data

Church services are technically public events as anyone is able to attend. Usually within a public event or in a public space permission is not needed in order for someone's image to be used. However, churches fall within the 'special category data' as it involves religious choice, so permission needs to be sought – or public notice given to attendees that photographs and videos are being made during the gathering as well as detailing how these will be used.

## Photographs and Videos Taken During Times of Worship

A notice is displayed at all services, and on our website describing the services, informing everyone that photos and video will be taken during the service that will then be used on the church's website and social media platforms. If anyone does not want to be in a photo or video, they need to inform someone from the Welcome Team who will in turn inform whoever is taking the images.

During more intimate times of the service, such as whilst singing or praying, photographs are to be taken sensitively either from the back or the side. Not from the front as this is too intrusive.

All images are to be taken sensitively and unobtrusively. Zoom lenses are to be used wherever possible to help minimise the impact of the presence of the camera operator.

Photographs that do not show the person or people in a positive light will not be used.

If someone is videoed whilst up at the front, permission needs to be sought from the person concerned before that video is used or shared, unless the person is the assigned Preacher or Service Leader as their permission has already been sought.

Guest Speakers need to be asked if they are happy for the church to take photographs and videos as well as if they are happy for these to be shared on our digital platforms.

## Photographs of Children

When working with children we will:

- a) Not use children's names (first name or surname) in photograph captions. If the child is named, we will avoid using his/her photograph.
- b) Include the context of the event or activity within the photograph – try to avoid simply taking a photograph of a child's face with nothing else in the shot, for example.

- c) Use a parental permission form to obtain consent for a child to be photographed / videoed.
- d) Only use images of children in suitable dress.
- e) No additional or unnecessary personal information will be added to images of children used on our website / social media accounts.
- f) Ensure professional photographers or the press who attend an event agree and comply to the terms of this policy.
- g) Ask parents who wish to take photographs of children at our events to seek permission from the event leader.

### Use of Photos and Videos for Advertising

If an image or video is to be used in a piece of advertising for the church or a church event or activity, any person in that image whom the church has contact with will be asked for permission for their image to be used either in print or on paid-for social media advertising.