

REVELATION CHURCH

PHOTO AND VIDEO POLICY

This policy provides further information to photo and video media capture at Revelation Church events or activities and should be read in conjunction with the following policies:

- Privacy Statement and Notice (as displayed on the Revelation Church website)
- Data Protection Policy
- Confidentiality policy
- Safeguarding policy

Electronic copies of the above policies can be obtained from the Revelation Church office by emailing the Church Administrator on: admin@revelationchurch.org.uk

Revelation Church occasionally take photos and video during Church-run activities for use in Church, printed materials (including publicity) and on our website and social media pages. If you object to your image being used in these ways please let the church office know by phone or email (admin@revelationchurch.org.uk) so that we know not to use your image.

Any adult who has registered their details with Revelation Church via the Connect Form / ChurchSuite will have agreed to the Privacy Policy allowing for legitimate use of photographs in media and publicity to fulfil the objects of the Charity.

Reasons for storing photos and videos

We store photos and videos for a variety of different reasons. These include:

- a) enhancing the activities we do (e.g., by creating video presentations to show in services);
- b) creating a rich historical record of church activities;
- c) reporting back on activities to church members or the local community;
- d) publicising future events;
- e) information purposes (e.g., pictures of people / leaders displayed on notice boards at events or services or in our working environments);
- f) fundraising;
- g) legal reasons.

Procedures of notice for taking photos and videos

Photos and videos might be taken in a number of different locations and contexts. We have different procedures for each of these cases:

1. At large events in public places formal consent is not required and covered under our privacy notice. This would include, for example, most services, as they are freely accessible to the public. Nevertheless, where feasible, we still seek consent to hold and use photos, particularly where this may be of a single subject rather than a large group. We will endeavour to display a suitably prominent notice at the church event or alert people that photographs may be taken (and how anyone can opt-out). "The general rule in the Data Protection Act is that individuals should, at least, be aware that personal data about them has been, or is going to be, shared – even if their consent for the sharing is not needed." (Data Sharing Code of Practice, ICO, p19)
2. At small church events, we will display suitably prominent notices if photos are to be taken by the church or advise people of this verbally at the start of the event, giving them the opportunity to decline on an individual basis. When we transfer data from the camera to our main storage platform, we will review our photo consents (that have been either given through Revelation Church connect forms / event sign ups / or at the event itself) and delete any media for which we do not have consent.

3. At events attended by children, **we will take photos and/or videos of a child only with the explicit consent of their parents.**

All concerns regarding inappropriate behaviour or intrusive photography should be reported to a member of the leadership and the Child Safeguarding Officer(s).

Photos may come into our possession in several different ways:

1. A representative of Revelation Church London may take the photo. Typically, this might be an activity coordinator (e.g., Sunday Team Leader) or designated helper and they will identify themselves at the start of the event. Since the act of taking the photograph constitutes “data storage”, we will obtain consent before taking the pictures (except in case 1 and 2 above, where consent might be retrospective).
2. Someone attending the activity may take the photo/video for personal reasons. This is allowed because the GDPR applies to organisations rather than individuals. We may then “adopt” the photo/video into our collection. If this happens by us requesting a copy of the media, then we will gain appropriate consent before we ask. Alternatively, if the photo or video is sent to us unsolicited (e.g., in an email) then we will seek appropriate consent as soon as possible and, if we don’t get the consent we will delete the item from our computers.
3. In rare cases, we may receive images as part of a historical archive. Where it is not possible to trace individuals to seek consent, we will hold and/or use the data as allowed by the GDPR under its “journalistic and academic exemption”

Our Commitments:

1. We commit ourselves to handling your photo and video data well. This involves both storing them safely and controlling carefully who has access to the data – as outlined under the Revelation Church Data Protection Policy.
2. We will store data using a cloud storage provider that is fully compliant with GDPR. Our current provider is Microsoft OneDrive for Business and Microsoft SharePoint .
3. All photos and videos stored by Revelation Church will be accessible by the Media Coordinator, who will grant access to view and process selected material on an individual basis and following the guiding principle of allowing the only the minimum access consistent with the processing needed above. All users given access in this way will have signed a non-disclosure agreement and made aware of their responsibilities under GDPR.
4. We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in a photo or video.
5. To ensure the privacy of children and adults, the use of full names or personal identifying information requires verbal approval for adults and written approval for children from the parent or legal guardian. By default we will not identify people by name in photographs of church life on the website.
6. We only identify someone by name and photograph on the website if their role might benefit from it (e.g. public facing role, ministry leader) and if they give their consent.
7. If copyright for a photo or video is held by someone other than Revelation Church, we will receive permission to post it and gladly provide credit if desired by the photographer.

8. You have the right to withdraw your consent at any time and we will destroy all copies we have of your photos/videos.
9. We will review this policy from time to time. If we make any changes, we will publicise them widely (e.g., via the church website and/or via email).

Guidelines photographers will follow at Revelation Church events

- Identify themselves and make themselves known to the leadership team / event coordinator before the event starts
- Not photograph any child who has asked not to be photographed (check parental consent records at the start of the event) or who is under a court order (where this is known).
- Photography or recording should focus on the activity, not on a particular young person.
- Images should focus on small groups rather than individuals.
- If a young person is named (i.e. wearing a name badge), avoid taking their photograph, or take in a way that the name can be blurred out in edit
- All children and adults must be appropriately dressed when photographed.
- Photographs and videos should be transferred securely to the Revelation Church SharePoint site. If placing on a portable device to give to the Media Coordinator, encryption or password protection should be used
- Local copies of the photographs will not be kept once they have been transferred to the Revelation Church SharePoint
- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event organiser or the safeguarding officer (safeguarding@revelationchurch.org.uk)