

PCC Guildford EFC Photograph and Video Recording Policy

Purpose

PCC Guildford EFC is committed to protecting the privacy, dignity, and safety of all individuals, particularly children, young people, and vulnerable adults, in line with the **General Data Protection Regulation (GDPR)**, the Parish's **Privacy Policy**, and the **Safeguarding Guidelines**.

This policy sets out how photographs and video recordings may be taken, stored, and used in parish life, publications, and online platforms.

Consent for Children and Young People

1. Parental/Carer Permission Forms

- For any group where children and young people attend without their parents/carers, written parental/carers consent will be sought in advance.
- The permission form will cover the following potential uses:
 - Use in print and digital publications, and/or on church display boards and digital screens.
 - Use on the church website.
 - Use on official church social media channels – listed in the GEFC Digital Communications Policy.
 - Use in video recordings.
 - Use in local, regional, or national media coverage relating to church activities.

2. Safeguarding Children in Images

- Only first names will be published alongside photographs of children and young people.
- Consent must be obtained from all relevant parents/carers before any photo or video is shared online.

3. Parent/Carer Responsibility in Open Groups

- In groups where children attend with parents/carers (e.g. Teddies, Kids Alive), parents/carers may only take photos or videos of their own children.
- If group photographs are taken, consent must be obtained from all parents/carers of children in the image.
- Leaders will remind parents/carers of this when they see phones or recording equipment being used.

4. Young People Uploading Content

- Young people creating their own content during groups (e.g. TikTok dance videos) may do so only if:
 - All individuals involved give consent.
 - The activity is at an appropriate time and approved by leaders.
- The content is not of a bullying or harmful nature. Young people will be reminded to use social media responsibly and only in line with age restrictions of the platforms.

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- For young people aged 16 and over, we will also seek their verbal consent in addition to parental consent before posting their photos online.

Consent for Adults

- For adult activities, attendees will be informed in advance if photos or videos are being taken and told the purpose of their use.
- Adults will be informed, given the opportunity to understand and the option to opt out.

Storage and Use of Images

- Non-approved persons must never use personal devices to take or store photographs or videos of children, young people, or vulnerable adults.
- All photos and recordings to be captured by approved photographers (videographers), and images stored securely using parish-approved devices and storage methods.
- Delete all photos or video off camera or phones within 14 days after the event, once they have been safely transferred to secure parish-approved storage.

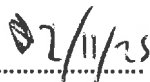
Oversight and Appropriateness

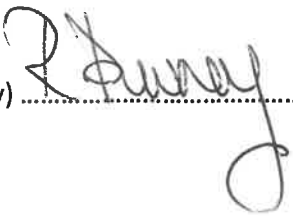
- Non-approved persons in any children's or young people's group must check with the group leader before taking photos or videos to ensure appropriateness.
- If photos or videos are found online (e.g. social media) where consent is unclear, the group leader has the right to challenge the uploader privately and request removal where necessary.

Compliance

This policy is binding on all attendees engaged in GEFC parish activities. It will be reviewed annually by the Parochial Church Council (PCC) to ensure ongoing compliance with safeguarding and data protection legislation.

The GEFC PCC hereby approves this policy.

Signed (Incumbent)  Date 

Signed (PCC Secretary)  Date 