

## Photography and Media Policy

### Purpose

This policy provides guidelines for the use of photography and media at Basingstoke Gymnastics Club to ensure the privacy, safety, and dignity of all members, particularly children and vulnerable adults.

### Scope

This policy applies to:

- Staff, volunteers, members, and visitors taking photographs or videos at the club or during club activities.
- The club's use of photographs and videos for promotional or educational purposes.

### Policy Principles

#### 1. Privacy and Consent:

- Members have a right to privacy and must not be photographed or filmed without prior consent.
- Consent must be obtained from parents/guardians for members under 18 years of age.

#### 2. Safeguarding:

- Images should not be used in a manner that could compromise the safety or dignity of individuals.
- Photographs or videos must not include identifying information, such as full names or addresses, without explicit consent.

#### 3. Appropriate Use:

- Images should only depict individuals in a positive and appropriate context, aligned with the club's values.

### Consent Requirements

#### 1. Parental/Guardian Consent:

- Parents/guardians must complete a Photography and Media Consent Form during membership registration.
- Consent covers photography during classes, competitions, events, and for promotional purposes.

#### 2. Withdrawal of Consent:

- Consent can be withdrawn at any time by contacting the club's administration team in writing.

### Club Use of Media

#### 1. Promotional Materials:

- Images and videos may be used on the club's website, social media platforms, newsletters, and marketing materials.
- Care will be taken to ensure images reflect the diversity and inclusivity of the club.
- 2. **Coaching Purposes:**
  - Videos or photos may be taken to assist with skill analysis and development.
  - These images will not be shared externally and will be stored securely.
- 3. **Event Photography:**
  - Official photographers at events must be briefed on the club's safeguarding requirements.
  - Images taken by the club may be made available to parents/guardians through secure platforms.

## **Guidelines for Members and Visitors**

1. **Personal Photography:**
  - Members and visitors may take photographs for personal use only during public events unless otherwise restricted.
  - Photography during training sessions or classes is prohibited to protect the privacy of all participants.
2. **Sharing on Social Media:**
  - Images shared on social media must not include other members without their explicit consent.
  - Posts must align with the club's Code of Conduct and safeguarding policies.
3. **Prohibited Actions:**
  - Use of photography or recording devices in changing rooms or toilet facilities is strictly forbidden.
  - Images taken without consent or used to bully, harass, or exploit others will result in disciplinary action.

## **Third-Party Photographers and Media**

1. **Accreditation:**
  - External photographers or media representatives must obtain prior approval from the club.
  - Accreditation badges must be worn during events.
2. **Agreements:**
  - Third-party photographers must sign an agreement outlining the club's safeguarding and privacy requirements.
  - Images must not be sold or distributed without explicit permission from the club.

## **Data Protection**

### **1. Storage:**

- Images and videos taken by the club will be stored securely, in compliance with the club's Data Protection Policy.
- Media will be retained only as long as necessary for its intended purpose.

### **2. Access:**

- Access to stored media will be restricted to authorized personnel.

## **Complaints**

1. Members or parents/guardians who have concerns about the use of photographs or videos should contact the club's administration team or Welfare Officer.
2. Complaints will be addressed promptly and in accordance with the club's grievance procedures.

## **Policy Review**

This policy will be reviewed annually to ensure compliance with safeguarding guidelines and data protection legislation.