

In response to: the organisation provides guidance on use of photographs and images, the devices that can be used, storage and sharing including the naming convention in the public domain

Use of Mobile Phones and Cameras Photography Policy

At the Family Forge

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Concerning Adults in Photographs

Individual permissions will be gained on registration for the use of photographs of those individuals on the Family Forge website, social media, legal purposes such as providing media for funding groups as evidence of our activities and for marketing purposes as stated in our data protection and privacy policy.

Where permissions have been refused the individual will be excluded from the photo or their face will be altered so as to be unrecognisable.

Concerning Minors in Photographs

Under the Data Protection Act 1998, the Family Forge will seek parental consent to take photographs and use video recorders of minors for the purposes mentioned above only. Photographs will be stored on Family Forge designated devices only and these are password protected.

Often photographs may contain other children in the background. Staff must ensure that permission has been given by parents for the photographing of all children in the photograph.

No personal information is to be included when using this media i.e. surnames, addresses, telephone numbers.

If a child is subject to a court order special care should be taken that they do not appear on a website.

Concerning Adults and Parents using mobile phones to create images

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records under any circumstances.

Mobile phones have inbuilt cameras and staff when undertaking an activity with minors even in the office must switch off their mobile only to be switched on in an emergency or to communicate with an expedition group. If a member of staff is in the Centre expecting an urgent

call or they need to be contacted in an emergency then they must leave their phone in the Manager's office.

Cameras and mobile phones are prohibited in all toilet and changing areas. Signs on site will remind the public of this.

Parents will be permitted to take photos/ videos on condition that they do not put them on to the internet or on any social networking site. Parents will be informed of this on membership to The Family Forge and there will be signs on site for occasional visitors / users.

The Activity manager will inform parents before any public event that the use of any electronic photography equipment (videos, cameras, mobile phones, etc) will be strictly for personal use. Under no circumstances shall any image or video be posted or texted on to the internet or social networking site of any description.

However specified individuals with permission by the Charity will be able to take photos and videos of Family Forge activities with minors for use by the charity if they follow the rules laid out in this policy.

Children must be properly dressed in all images used i.e. from the bottom of the neck to the thighs i.e. shorts and t-shirt minimum to avoid any images being used inappropriately by malefactors. Any inappropriate use of images or tampered with images should be reported to Child Protection Officer or the Police.

Only Family Forge devices such as video equipment or cameras can be used to take images for the Charity and only designated Family Forge devices can be used to store images. Images must be encrypted and securely stored. Responsibility to store images safely is the responsibility of Enisa Huso.

Using Images in Media Protocol

Photographs, illustrations and other images will generally be protected by copyright as artistic works. This means that a user will usually need the permission of the copyright owner(s) if they want to perform certain acts, such as copying the image or sharing it on the internet.

The Family Forge will not use the photographs of other people without permission and staff will correctly attribute any such photos.

If the images belong to the Family Forge the charity is free to use them as long as each person in the photo has given their permission.

In the case of using the photographs of other people permission will be obtained from them first.