

Bishop's Stortford Baptist Church (BSBC)

Photographing of Children

BSBC needs and welcomes publicity. Children's photographs add colour, life and interest to articles promoting Church activities and initiatives. Making use of photographs for publicity materials and to promote BSBC in the community can further the Church's role and mission. However, photographs must be used in a responsible way. BSBC needs to respect families' rights of privacy and be aware of potential child protection issues. We minimise risks by following the guidelines detailed in this document and by securing parental consent for the use of photographs.

This policy applies to the use of photographs in hard copy publications, on the BSBC website and in the press.

Data Protection Act 1998

Photographs and video images of individuals are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for publicity purposes requires the consent of either the individual concerned or, in the case of children, their legal guardians/carers. We do not display images of children on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the Church have access. Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to get permission of everyone in a crowd shot. The Data Protection Act does not apply to photographs or films taken for personal use by family and friends.

Appropriate Use of Images in Church Publicity Materials

We:

- ensure that images are stored securely and used only by those authorised to do so
- ensure that electronic images are stored on a secure network to which members of the public have no access
- do not use an image of any child who is subject to a court order
- secure parental consent for the use of children's photographs

Church Website

We are aware of the potential risk of inappropriate use of images because of the lack of control over who might see the image and the wide extent of the potential misuse of the Internet. We always seek the consent of parents regarding the use of images of children on the Internet.

Children's names are not included in photographs of children published on the Church website.

The Press

The use of photographs in newspapers and magazines is already subject to strict guidelines. The Press Complaints Commission's Code of Practice states that:

- Journalists must not interview or photograph a child under the age of 18 on subjects involving the welfare of the child in the absence of or without the consent of a parent or other adult who is responsible for the children.

There is no breach of the Data Protection Act 1998 in passing on a child's name to a journalist as long as parental consent has been secured.

We provide names of children to accompany photographs published in newspapers and magazines only where the parent/carer has given consent.

Filming Events

It is usual for parents to take photographs and videos of children at Church events such as Christmas services. Parents/carers are asked to ensure that:

- No photos or videos are taken using mobile phones
- No photos/videos are put on Facebook etc
- No photos are sent electronically to another person, even a family member.

On occasions, video may be made of children on visits (e.g. weekends away) or for special occasions. We inform parents/carers where arrangements have been made for such filming and the following guidelines are followed:

- There should be a clear brief about what is considered appropriate in terms of content and behaviour
- The person(s) taking the video should be clearly identified
- Parents and children should know that video is intended and consent to both the taking and publication of films and photographs
- The Church should not approve / allow photo sessions outside the event or at a child's home.

If children or parents/carers have any concerns about inappropriate or intrusive photography, they should report this to one of the Church Ministers who should make a report in the same manner as any other child protection concern.

Parental/Carer Consent

We seek the consent of parents/carers regarding the use of photographs of children.

The consent includes agreement upon:

- how and where the photographs will be used
- the period of consent
- the storage and deletion of photographs

Consent forms will be retained by the Church while the child continues to attend or remains below the age of 18.

Any objections to this policy should be addressed to the Chair of Trustees.

This policy was adopted by the Trustees on 9th September 2019 and will be reviewed every three years.