

St Edmundsbury Cathedral



Photographic Policy for Services and Events

Policy Statement

Photography and video recording are important ways of recording Cathedral activity and providing an historic record, illustrating, and validating important moments in people's lives and the life of our Cathedral. It is, however, a powerful and personal process, and we must therefore respect the rights of everyone to make the choice whether to be photographed.

Chapter's policy and responsibilities for safeguarding and protection of children, young people and vulnerable adults requires an assessment to be made regarding whether publishing a photograph or video recording in any format might pose a risk to a child, young person, or vulnerable adult.

The use of images is governed by the requirements of the Data Protection Act 1998. This is a legal requirement that the consent of the adult who may be vulnerable, or a child and his/her parent or guardian is obtained for the taking and using of images.

St Edmundsbury Cathedral takes the issue of safeguarding very seriously. We occasionally include images of children, young people and vulnerable adults in publications and on our website, but we have a duty of care which means that children, young people and vulnerable adults must remain unidentifiable, reducing the risk of inappropriate contact.

Photography and video recording is not to take place during services except with permission of the Canon Precentor or Canon Pastor.

St Edmundsbury Cathedral will not take or use photographs or recorded images of children, young people, or vulnerable adults without first obtaining consent from Parents, guardians or carers. The full name of a child, young person or vulnerable adult should never be included alongside an image.

Good Practice Guidelines for Photography or Video Recording

- Use our consent form as a matter of course for all groups, services, and events.
- Photography or video recording should focus on the activity or on a small group not on a particular child, young person, or vulnerable adult.
- If a child, young person or vulnerable adult is named avoid using their photograph or video recording.
- Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or vulnerable adults must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at a service or event should register with the Head Verger and Events Manager.

- All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the Cathedral Safeguarding Officer.
- At large services and events set up photo or video recording opportunities at the end. This allows proceedings to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part but not to be photographed or video recorded.
- If there are children, young people or vulnerable adults at a service or event for whom you do not have a completed consent form put the Notice about Photographs or Video Recording (see below) in prominent places or in the service / event programme and make sure official photographers and video recorders are aware of these guidelines.
- Photographs and recordings must be held and disposed of securely.

Action

- Photographs and video recordings are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents, guardians or carers before using photographs or video recordings of children, young people or vulnerable adults on a website.
- Children, young people or vulnerable adults should not be identified by name and other personal details. These details include e-mail or postal addresses and telephone numbers.
- When using photographs or video recordings of children, young people or vulnerable adults, it is preferable to use group pictures. When a photograph or video recording of an individual child, young person or vulnerable adult is used, names or other personal details should not be used in any caption.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Photographs and footage must not be held longer than necessary and deleted from personal devices once on the shared drive.
- Photographs must be destroyed if the people in them ask you to destroy them.
- Store photographs and images in a secure location where only authorised staff have access to them.
- Only use images of children, young person or vulnerable adults in suitable dress to reduce the risk of inappropriate use.
- The use of inappropriate images should be reported to the Cathedral Safeguarding Officer to reduce the risks to children, young people or vulnerable adults.
- When posting activity ideas for children, young people or vulnerable adults ensure they comply with good safeguarding practice.