



www.musica-workshops.com
registered charity no.1150769

SAFE USE AND STORAGE OF IMAGES

Safe Use of Children's Photographs

1. Introduction

Musica needs and welcomes positive publicity. Children's photographs add colour, life and interest to materials and articles promoting Musica's activities and initiatives. This can increase motivation, staff morale and help parents and the local community identify and celebrate Musica's achievements. However, in order to respect young people's and parents' rights of privacy and because of potential child protection issues, photographs must be used in a responsible way. Musica is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This policy seeks to achieve a practical balance to secure the above.

2. Data Protection Act

Digital technology has transformed almost every aspect of our lives in the twenty years since the last Data Protection Act was passed.

The new Data Protection Act:

makes our data protection laws fit for the digital age in which an ever-increasing amount of data is being processed

empowers people to take control of their data

ensures that we are prepared for the future after we have left the EU

Under the terms of the Data Protection Act 2018 (also known as GDPR) images of pupils (or staff) must not be displayed in a public place without consent. This includes publications such as the website, advertising flyers or posters, DVDs etc.

3. General rules on using photographs of individual children

- Parental consent must be obtained
- Images of children in suitable dress will be used
- Where we have been informed that a child is subject to a court order then we will never use the image.
- We will ensure images are stored securely, especially where electronic, and used only by those authorised to do so.
- Ensure file names given to electronic images of pupils do not identify the child.

4. Newspapers

- As long as parental consent has been secured newspapers may publish photographs of pupils but must not publish names alongside them. They may however refer to group photographs collectively.
- Pupils must not be approached or photographed whilst at a Musica workshop without the permission of a member of staff

5. Websites

- The parental consent form will explicitly include publication on the school website.
- Where possible the school will use technology to prevent the misuse or downloading of images placed on the Musica website, e.g. watermarking, browser restrictions.

6. Video & Filming

- The appropriateness of photographic images earlier outlined also applies to video/film images.
- We recognise that parents, carers and family members wish to record events such as Musica concerts to celebrate their child's achievements. However, it is important that such records remain private and for their own personal use.
- Upon a child's admission to the workshop parents will be asked to sign a photography consent form that acknowledges this.

7. Commercial & Outside Photographers

- Will be given a clear brief about what is considered appropriate in terms of content and behaviour
- Wear identification at all times
- Will not have unsupervised access to children or one-to-one photo sessions at any workshop
- Will not solicit photo sessions outside the workshop or at a pupil's home

8. Camera Phones

- Camera phones may be used at Musica events as outlined in 6 above. It is not acceptable for camera phones to be used under any other circumstances.

9. Parental Consent

On admission of a pupil to the workshop parents/carers will be asked to sign a photography consent form which makes clear Musica's policy, especially:

- i) How and where photographs will be used
- ii) The period of consent
- iii) The storage and deletion of photographs

We will contact parents/carers annually with the option to change their preferences. The only exception to this will be in point 6 above.

10. Complaints Procedures

Parents should follow Musica's complaint procedures in most cases.

In the case of concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission or the Office of Communications (OFCOM) in the case of TV companies.

11. Review

This policy will be reviewed annually in line with the child protection policy, in view of the continual advances in technology and in response to significant views expressed by parents, staff and pupils (if appropriate)

12. Sources

<https://www.gov.uk/government/collections/data-protection-act-2018>

Consent Form for Photographs and video

Dear Parents/Carers Use of Images Consent Form

During the year there maybe some opportunities to publicise Musica's activities which may involve the use of an image of your child/Adult. This could be a photograph, video or website image

Musica has adopted certain safeguards in order to minimise any risk to your child/Adult.

- We will avoid where possible the publication of your child's/Adult's full name with any image used by Musica on promotional material/website, etc.
- Only appropriate images will be taken - i.e. children/adults will always be fully dressed and in designated areas
- Images will be kept securely and destroyed after their required time
- Any external photographer will have the validity of their organisation checked by Musica
- Appropriate levels of supervision will be undertaken at all times

Please note that Musica does not have any control of how images taken by the media are published – see Musica Safe Storage Policy

Do you give consent to your child/adult having images taken according to the above guidelines? YES / NO

Signed **Relationship to child/adult**
Date

Media Photographs and video:

There may be occasions where the media take photographs at events. It is important that parents are aware of the potential risks and benefits to be able to make an informed decision about consent. If a child/adult is photographed by a newspaper, the photo becomes the property of the newspaper and the newspaper can use the image as they wish. Generally, newspaper photos of groups of more than 12 children/adults do not have names of children/adults attached. However, photos of less than 12 children/adults are likely to include the full name of the child/adult in the caption.

Do you give consent to your child having images taken by the media with the Inclusion of his/her name? YES / NO

Signed **Relationship to child/adult**
Date

Do you give consent to your child/adult having images taken by the media without the inclusion of his/her name? YES / NO

Signed **Relationship to child/adult**
Date

Child's/Adult's Name: