

YFGM Photography Policy

Notification to Participants

YFGM will ensure that all participants will be aware of the possibility of images, videos or audio recordings of them being used for future publicity documentation. This notification will be given when booking for the event and should be included within documents in advance.

Prior to events, each participant will be required to complete the section of the registration form shown in Appendix A to state whether they consent to photographs of themselves being used in future publicity documentation by YFGM and/or external organisations.

Seeking Consent

YFGM will ensure that it asks for the person's permission to use their image, video or audio recording prior to any publication. YFGM will seek to ensure that they are aware of how the image, video or audio recording may be used. For the majority of cases, the completed form shown in Appendix A will be taken as consent for a participant's photograph to be published by YFGM and/or external organisations for publicity purposes. However, where a photograph is intended to be used extensively for this purpose, for example in a printed leaflet, YFGM may seek additional consent for the particular use in question. This does not need to be a formal permission form or permission given in writing; an informal verbal agreement that explains what the photograph, video or audio recording will be of and how it will be used is sufficient.

Advertising or promotional photographs

YFGM will ensure that when photographs, videos or audio recordings featuring participants are taken specifically for use in advertising and/or promotional material, it will as far as possible obtain subject consent beforehand using the consent form shown in Appendix A (and if deemed appropriate, an additional means of consent as outlined above).

Confidentiality

YFGM will make very clear when it intends to use *both* the name of a participant and their photograph, video or audio recording in a publication or on a website. In such cases, YFGM will not take the form shown in Appendix A as consent but will obtain specific permission from the individual.

Content Suitability

In order to control image suitability and confidentiality YFGM will as far as is possible and reasonable only permit designated photographers to take images, videos or audio records on its behalf. YFGM designated photographers will ensure that they are familiar with this policy document. Designated photographers will demonstrate their familiarity with this document through completion of the form shown in Appendix B before they take any photographs on behalf of YFGM.

Designated photographers will also ensure that only photographs, videos or audio records are to be taken of suitably dressed subjects and in appropriate situations. Discretion and awareness should be demonstrated by designated photographers with regard to individual circumstances at all times.

Copyright of Images

YFGM understands that the legal rights and copyright of an image belongs to the photographer and not the subject. With this in mind, YFGM understands and accepts that it cannot take responsibility for the taking of and distribution of photographs, videos or audio recordings taken by participants during a YFGM event.

Nevertheless, YFGM will endeavour to encourage an environment of mutual respect and understanding whereby all participants are aided to understand and make effort to comply with the spirit of this photography policy when taking and/or publishing any images, videos or audio recordings while at the event or travelling to and from YFGM.

YFGM will ensure that any official photographs taken at the event on behalf of YFGM will only be taken on a YFGM memory card and by designated photographers (unless exceptional circumstances require otherwise). These photographers will be expressly named to the participants at the earliest possible opportunity.

Any photographs, videos, audio recordings or other such material taken at the event will remain the legal property of YFGM (and to a lesser extent the photographers themselves in their capacity as YFGM photographers).

As much as is reasonably possible, all images are to be stored by the YFGM employee in Friends House and are not to be removed or copied from such location without permission from the employee.

YFGM will primarily seek to use only official photographs taken by its designated photographers in any of its publications. Should YFGM find it necessary to use a photograph which is not the legal property of YFGM, YFGM will obtain written permission from the photographer to use the image in addition to the permission of the subjects.

When possible YFGM will inform subjects in advance when their picture will be used.

Media coverage

Should any situation arise whereby an external media company or representative seeks to attend the YFGM event or seeks to take images, videos or audio recordings of participants, YFGM will ensure that no permission for the same is given unless approved by the participants. YFGM will also ensure that external media representatives seek the verbal and/or written consent of the intended subject(s), Trustees and/or relevant representative.

YFGM will ensure that it never provides the full name and/or address of any participant to an external media company unless approved by the individual. Should it become necessary, media companies will be encouraged to use a collective term such as "YFGM members" or "Young Friends".

Photographs taken by press photographers without invitation or permission are subject to the normal Press Complaints Commission Code of Practice. The full Code can be viewed at pcc.org.uk.

Data Protection Act 1998

Photographs, video and audio recordings taken by participants at YFGM events, would be for "personal use" and the Data Protection Act would not apply. The Data Protection Act will therefore not apply to the majority of situations in YFGM. The fear of breaching the act should not be used to stop either participants or representatives of the event from taking videos, photographs or audio.

Photographs, videos or audio recordings taken for official use by YFGM using the specified camera and stored as directed above (whether with other personal data or not) are likely to fall under the provisions of the Data Protection Act.

YFGM will ensure that it complies with the Data Protection Act to the best of its knowledge by ensuring that any photographs, videos or audio recordings are stored as directed above and are not copied or distributed without first complying with this policy and/or seeking the consent of the relevant YFGM committee, Trustees and/or relevant representative.

YFGM understands that this policy is designed to demonstrate and comply with the Data Protection Act. These guidelines demonstrate YFGM's reasonable attempts to comply with the same and as such the above requirements are written in accordance with the same. The secure and appropriate storage of all photographs, videos and audio recordings (and any other associated data) as detailed above is designed to ensure compliance with the act.

Complaints or Further Action

This document is not exhaustive and is acknowledged to be written as a Code of Conduct/policy for YFGM representatives and participants alike.

Should any complaints or actions arise as a result of the taking or distribution of images, videos or audio files then YFGM will ensure that it seeks to refer the matter to the YFGM Trustees and/or relevant representative, seek relevant independent legal advice and deal with all matters in an appropriate and reasonable manner dependent upon the individual circumstances of each case.

Appendix A - YFGM Model Permission Form

Use of photos

Please could all participants complete the following section on photo permissions. Note that our photography policy was updated in September 2016 and the current version is available on the YFGM website under 'Documents' and then 'Forms & Policies'.

YFGM: *

I agree for YFGM designated photographers to take photos of me during the YFGM gathering in Lancaster, October 2016. I give permission for these to be used by YFGM and YFGM committees to promote YFGM in publications, press articles, promotional material and websites.

- Yes
 No

External Organisations *

I give permission for photos of me taken during the YFGM gathering in Lancaster, October 2016 to be used by external organisations (e.g. Britain Yearly Meeting) to promote themselves and/or YFGM in publications, press articles, promotional material and websites.

- Yes
 No

Verification

Appendix B - YFGM Event Photographers Form

The designated photographers for YFGM _____ shall be as follows:-

We acknowledge that we have read and understood the above Policy Documentation and, as far as is reasonably possible, will act in compliance with the same.

Signed Date

Signed Date

Signed Date

Signed Date

Signed Date

Signed Date