

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.

Each participant will be required to complete the form in Appendix B in order to opt in/out of images of themselves being used in future publicity documentation.

Seeking Consent

Where possible YFGM will ensure that it asks for the person's permission to use their image, video or audio recording prior to any publication. This must ensure that they are aware of how the image, video or audio recording may be used. 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.

Confidentiality

YFGM will make very clear when using *both* the name and the photograph, video or audio recording of a person in a publication or on a website and will obtain specific permission from the individual for this.

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 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.

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 much as possible obtain subject consent beforehand using the written consent form (and if deemed appropriate, an additional consent form).

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 the event itself.

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 the employee.

When it is not appropriate to use a photograph which is the 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 where appropriate they seek the consent of the relevant individual and the YFGM committee, 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

The Data Protection Act will not apply in the majority of situations in YFGM and 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, video and audio recordings taken for personal use by participants, would be for "personal use" and the Data Protection Act would not apply.

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 to be 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 understand 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. Storage of all photographs, videos and audio recordings (and any other associated data) securely and appropriately 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 matters 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 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

Appendix B - YFGM Model Permission Form

Name	
<p>I agree to allow YFGM to take photographs of me and grant permission for these to be used by YFGM, YFGM committees, appeals and publications to promote YFGM in publications, press articles, promotional material and websites.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No (blanket permission)</p> <p>I give YFGM permission to use photographic images of me taken during YFGM event from _____ to _____ to be used by YFGM and YFGM committees, appeals and publications to promote YFGM in publications, press articles, promotional material and websites.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No (single event permission)</p>	
Address	
Signature	Date

Appendix C - YFGM Retrospective Permission Form

Name	
I give YFGM permission to use photographic images of me taken during _____ _____ to be used by YFGM and YFGM committees, appeals and publications to promote YFGM in publications, press articles, promotional material and websites.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address	
Signature	Date

Appendix D – Outside Body Permission Form

Name	
I give YFGM permission to use photographic images of me taken during YFGM event from _____ to _____ to be used by <i>(insert name of organization)</i> to promote themselves and/or YFGM in publications, press articles, promotional material and websites.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address	
Signature	Date