

Kings Norton Team Parish Photography Policy and Procedure

The Data Protection Act also affects the use of photography. There are several issues to be aware of

- Permission must be sought of all the people who will appear in a photograph, video or web cam image before the footage is recorded. Permission to photograph children or young people should be obtained from the parent or person with parental responsibility.
- It must be clear:-
 - Why that person's image is being used;
 - What it will be used for;
 - Who might want to look at the pictures;
 - Where digital images will be stored;
 - Who will have access to the stored images.
- If images are being taken at an event attended by large numbers, such as a worship event or festival, this is regarded as a public area so it is not necessary to get the permission of everyone in the crowd shot. However, it would be sensible to ask permission of those who are in the foreground.

Photography during services

This information should be given at services and when arranging marriages and baptisms.

- Photography is permitted within the church and church grounds.
- Photography of children should only be by the official parish photographer or the photographer appointed by the wedding couple/baptism family. These photographers are responsible for obtaining written permission for any children photographed.
- Parents/carers may only take photographs of, or record, their own children.

Kings Norton Team Parish and individuals working on behalf of Kings Norton Team Parish will not place photographs of children or young people on the internet in which they can be easily identified. Group shots or scenes will be used unless explicit consent is obtained and only then in exceptional circumstances. No identifying details of the child or personal information that could be used to gain the trust of a child/young person will be used.

Photographs will be kept safely and disposed of carefully as soon as they are no longer required.