



*Mrs Jenny Price*

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for the  
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### **Diocesan Policy on the use of Video/Camcorders and taking photographs of children.**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. Whilst it is vital that we stay within the following guidelines, it is equally important that, through fear or laziness, we do not ignore the children in our churches and leave them out of all images.

- Written permission must be obtained of all of the people [children and adults] who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what it will be used for, and who might want to look at the pictures.
- If images are being taken at an event attended by a large crowd, such as a sports event, this is regarded as a public arena and permission from a crowd is not necessary.
- If photographs or recordings of children's/youth groups are made and individual children cannot be easily identified, children's/youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website.
- An agreement should be made as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.
- Adults need to remain sensitive to any children or young people who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.
- It is not appropriate for adults to take photographs of children for their personal use.
- Churches are well within their rights to refuse permission for photographs to be taken

Copies of this policy and a consent form are available on the website.

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