



Registered Charity No. 1075236

POLICY ON PHOTOGRAPHY

1. Introduction

The purpose of this document is to set out the policy of Milton Keynes Youth Choir in connection with the taking of photographs and the use of photographic images. The policy is based on the guidance given to local schools by Milton Keynes Council. "Photography" includes still photography, video and digital images.

2. The Legal Position

In allowing photography and using photographic images, MKYC needs to have regard to the law whilst protecting the safety of children. The Data Protection Act 1998 does not prevent individual parents or carers from photographing or filming their children at MKYC events. There is also an exemption with regard to media coverage and occasionally images of choir members may appear in local or national newspapers or on television. However, legislation gives people the right to privacy and MKYC must make every effort to respect this when taking and displaying images.

3. Good practice

A common-sense approach will be used with regard to the use of cameras/videos at MKYC events, which include rehearsals, concerts, promotional and fund-raising events. In trying to ensure that the use of photography and digital recording is safe, MKYC will:

- Always ask parents or carers to give permission for their child to be photographed whilst involved in choir activities.
- Reassure parents/carers that photography/recording will only take place in designated and adequately supervised areas, for example, not backstage at a performance where children might be changing.
- Endeavour to follow the commitment stated on the consent form.
- Advise parents if media coverage is expected.
- Ensure all children are appropriately dressed and suitably supervised.
- Avoid naming individual children in full.
- Avoid images of an individual child with no surrounding context.
- Avoid using images of a child who is considered or known to be vulnerable unless specific permission is given.
- Try to represent the diversity of the choir members.
- Not use images likely to cause distress or embarrassment to the child or parent.
- Be aware of children's safety and challenge and report any inappropriate photography or intrusive photography.
- Ask parents/carers using a video camera not to obscure the view of others.
- Avoid using photographs of children after they have left the choir if requested to do so by parent or singer.
- Review images regularly and delete/destroy any unwanted material.

4. Consent

MKYC will always obtain the permission of parents/carers to use their child's image. Once obtained, the consent/non-consent will be valid until notified otherwise by the parent or choir member (appendix 1).

In cases where a parent/carer does not agree to their child being photographed, MKYC will make every effort to comply with this wish but it could sometimes be difficult to achieve this. When taking still photographs of the choir for use on the website or in promotional literature (including articles for the media), MKYC will remove the child in question from the group before taking any shots. When making video recordings of a performance for use on the website or a DVD, MKYC will notify the parents of the child and give them the opportunity of withdrawing their child from the performance.

5. Other Photography at MKYC Concerts

Provided they observe the good practice set out in clause 2 above, parents/carers are welcome to take photographs (still and video) of their own children at concerts. However, because singing in a choir is a group activity, these photographs will inevitably include other choir members. MKYC cannot prevent this from happening and, as a last resort, it might be necessary for parents who did not wish their child to be photographed by other parents to withdraw them from the concert.

6. Photography at Promotional and Fund-Raising Events

It is much more difficult to regulate photography when the choir performs in a completely public arena. MKYC will try to prevent any photography which is obviously inappropriate or intrusive but we cannot prevent general unauthorised photography from taking place. Parents who do not wish their children to be photographed should withdraw them from such events.

7. Social Media

MKYC understands that photographic images of the choir may be circulated on social media sites such as Facebook and You Tube. When posting images on social media sites, please be considerate and do not post anything which could cause embarrassment or distress to other members of the choir. Please also refrain from identifying other choir members without their permission.

8. Other Media coverage

Images taken for the purpose of journalism are exempt from the Data Protection Act. However, those choir members whose parents/carers have refused permission for their child's image to be used by MKYC will be excluded from media coverage. In any event, to reduce the risk of images being used inappropriately, MKYC will always ensure that choir members are suitably dressed.

9. MKYC website

MKYC uses its website to advertise its presence, to attract new members and to share information internally (through the members' area) and externally. In order to keep the website interesting and vibrant, we need to use photographic images of the choir. However, MKYC will always avoid using personal information relating to an individual child or adult and will never include full names, addresses, phone numbers or email addresses.

10. Webcams

The use of webcams is covered by data protection requirements. The area where the webcam is being used will be clearly marked and people will be told of its existence and purpose. Parents/carers must give permission for their child to be involved in web cam use.

11. Choir Members photographing each other

There may be occasions where children take inappropriate photographs of their friends. MKYC will discourage this by asking the choir members not to use mobile phones with cameras in changing areas or toilets, etc.



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Consent to Photography

Milton Keynes Youth Choir sometimes uses photographic images of the choir on its website and for publicity purposes. We would like your consent to photograph or video your child and use the images for these purposes. To safeguard our members, we have a policy on photography which can be viewed on our website or obtained from our Chair. MKYC will ensure as far as possible that images are not used inappropriately but by signing this consent form, you accept that should this happen, MKYC does not accept responsibility.

Choir Member's Name:

Parental Consent

I give my consent for Milton Keynes Youth Choir to use photographs of my daughter/son/charge on the MKYC website or in promotional material.

Yes No

Parent's Signature.....

Date.....

Member's Consent

I give my consent for Milton Keynes Youth Choir to use photographs of me on the MKYC website or in promotional material.

Yes No

Member's Signature.....

Date.....