

Photography Policy

Date of last revision: January 2019 v2.0

Taking photos at Centre events

It can be really useful to take photos or videos at events involving members of the Sangha. They can be used afterwards to publicise our activities, and people often like to see photos of the Sangha enjoying activities at the Centre. However, we should make sure the people we are photographing know they are being photographed and understand how the images will be used.

Before any photos are taken at the Centre for any reason, whether at an event or any other time permission must be obtained from the Council. This should be sought by making a request directly to the Chair of the Centre.

How we will use the images, and why we need them?

Images in which people can be identified are a form of personal data. Personal data is protected by data protection legislation, which sets out how organisations should treat people's personal data in order to respect their privacy. For more detailed information about how we treat individual's privacy see our [Privacy Policy](#).

The most important thing about all forms of personal data, including images, is that we should only collect, store and use data that we need for a specific purpose. We shouldn't collect, store and use data just because we might want it at some point in future. This means that we should only take photos if we know why we need them and how we will use them. We should delete photos once their purpose is done and not store them indefinitely "just-in-case".

Tell people we are taking photos

Before taking any photos or films, we should ensure the people themselves are aware that they are being photographed, who is taking the pictures, what they will be used for, and who they will be shared with. We should also tell people who they should contact if they do not want to be photographed, or if they want their images deleted later. When taking photos at specific events we should display clear signs at our event which specifically explain all this. For example:

The Ipswich Buddhist Centre will be taking photos at today's Festival Day. These images will be used by The Ipswich Buddhist Centre to share news about our Dharma activities, and to publicise our next Festival Day. Images may be used in press releases, printed publicity and published on Ipswich Buddhist Centre's Website and Facebook Page. They will be stored securely until the next Festival Day, after which the photos will be deleted. If you would prefer not to be photographed, please speak to Bodhivamsa (07720412726). If you would like to see your images, or would like us to delete them, please email us at enquiries@ipswichbuddhistcentre.org.uk at any time.

Signs need to be clear and big and should be accompanied by make announcements, telling people to read the signs. It is important that everyone is aware that photos are being taken.

Sharing images with members of the Sangha

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Sometimes, when we take pictures at an event, people ask to be given copies. It is fine to share photos so long as everyone knows this will happen. We should make it clear on our signs.

When we share photos with people, we need to make sure they understand that they are for their personal use only, and should not be shared more widely (e.g. should not be put on Facebook). We could ask people to sign something to say they understand this. For example:

I have received images from Ipswich Buddhist Centre. I understand that these are for my personal use only, and I will not publish them or post them online anywhere.

Name:

Phone number:

Signature:

Date:

Sharing photos with third party organisations

We may wish to share photos with other organisations, such as our funders, supporters or suppliers. We need to make sure people know if this will happen. We should tell people who the images will be shared with, and for what purpose.

For example:

The Ipswich Buddhist Centre will be taking photos at today's Festival Day. These images will be used by The Ipswich Buddhist Centre to share news about our Dharma activities, and to publicise our next Festival Day. Images may be used in press releases, printed publicity and published on Ipswich Buddhist Centre's Website and Facebook Page. They will be stored securely until the next Festival Day, after which the photos will be deleted. We may also share photos with the BuddhistCentreOnline (<https://thebuddhistcentre.com>), for use in their printed and online publicity. If you would prefer not to be photographed, please speak to Bodhivamsa (07720412726). If you would like to see your images, or would like us to delete them, please email us at enquiries@ipswichbuddhistcentre.org.uk at any time.

Before sharing photos with a third party organisation, we need to make sure the organisation understands what they can use them for. The photos should only be used for the purposes we have told people about. We should also check that the photos will be stored securely, not kept for longer than needed, and that the organisation will delete the photos in future if we ask them to. We need to keep track of which photos we have shared, because if someone asks us to delete their picture we will need to pass this message on to any third party organisation we have shared it with.

Photos and films of children

Before photographing or filming children (aged under 16), we need to make sure that their parent/guardian is aware of why we are taking pictures, what they will be used for, and how to contact us to ask for them to be deleted. Parents/guardians should have an opportunity to tell us if they do not want their children to be photographed.

At one-off events, the person taking photos should check with an accompanying adult before taking photos of children. If a child's legal guardian is not present, we should not photograph their child.

If we run regular activities for children, it is a good idea to get consent in writing, using a simple consent form. Parents/guardians can sign this to say that they give permission for their child to be

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photographed/filmed, and for the images to be used in certain ways. The consent form should include the name of our organisation, why we are taking pictures, what they will be used for, how long they will be kept, and how to contact us to ask for them to be deleted. If we will share the images with third parties, we should make this clear too. For example, if we will share the images with individual members of your group, or with another organisation, we should say so.

For example:

The Ipswich Buddhist Centre may take photographs of children at our activities to use in our group publicity (including our Facebook Page and website). Once we no longer need images for publicity purposes we will delete them. You can ask to see a copy of images we hold of your child(ren), or ask for them to be deleted, at any time by emailing us at enquiries@ipswichbuddhistcentre.org.uk.

Please sign below to give consent for us to photograph your child and use the images as described above.

- *Name of child:*
- *Name of parent / guardian:*
- *Signature:*
- *Date:*

Copyright

Copyright rules mean that photos, films and other media can only be used with the permission of the person who created them. So, if someone takes photos at our event, those photos are the copyright of the person who took them, and should only be used with their permission. This applies even if the person is taking the photos on behalf of The Ipswich Buddhist Centre, as a volunteer. (However, if the person is a formal employee of The Ipswich Buddhist Centre, and the photos are taken as part of their job, the copyright belongs to The Ipswich Buddhist Centre unless there is an agreement to the contrary.)