

Photography and Filming Privacy Notice and Consent Form

This privacy notice and consent form explains why we are seeking your consent, how we use it, your right to withdraw consent over your images and the procedures we have in place to protect them.

Struthers Memorial group of Churches operates a website and several social media accounts which we use to promote activities in church and to provide a valuable link between the church and members of the congregation, visitors, and the public.

We hold various activities which may include for children and young people under the age of 18. During some events and activities photographs and / or filming may be taken. For example, during the children's presentation at the end of our Family Camps.

When we refer to "we", "us" or "our", we mean Struthers Memorial Church. Our full legal information as a data controller, is:

Struthers Memorial Church is a Registered UK Charity. Charity No. SC006960. The registered address is 33 West Stewart Street, Greenock, PA15 1SH.

Policy

We have strict policies and procedures in place to ensure that only authorised Struthers Memorial Church staff / volunteers are permitted to set up and manage our social media accounts, including taking and/or uploading photos and videos on our behalf. We are committed to ensuring that photographs and filming are protected in accordance with data protection laws and used in line with your expectations.

Parent/guardian consent

We ask for your consent to include your child in photographs and/or videos that we share on our website and social media platforms. You do not have to give your consent to this as it is an entirely optional "enhancement" to our activities in the church.

If you would like to give your consent to include you and/or your child in photographs and/or videos, please complete the consent form on page 3 of this policy.

Children's consent

If the child is under 16, consent must be obtained from a parent / carer.

If the child is between 16 and 17 years of age, they can give consent to have their image taken. However, we will inform parents / carers that photographs and/or videos of their child may be used if the child has given consent.

The lawful basis on which we use this information

Where we are planning to take photographs and/or filming at our events and activities, we rely on consent as our lawful basis for processing personal data in accordance with the UK General Data Protection Regulation (GDPR) Art.6(1)(a).

In accordance with our safeguarding policy, we will not permit photographs, filming or other images of children and young people to be taken/used without consent. We believe that if someone can be recognised from an image it's usually considered their personal data.

Struthers

MEMORIAL CHURCH

This means that you do not have to agree to your, or your child's image being taken and/or being included on our website or social media accounts.

Who we share this Information with:

- **Church Notice Board**
We share this information on the church notice board to disseminate updates of church events and activities.
- **Church Website**
We share this information with any visitors to the website world-wide. Additionally, the website itself is hosted by Weebly.com.
- **Church Social Media Accounts**
We share information with everyone who follows our social media accounts. This may include other members of the congregation as well as members of the public.

Retention periods for social media accounts

We use retention periods for all the personal data that we process. Our retention periods strike a balance between availability of our services and privacy regulations as required by the UK GDPR. Below are the retention periods that are currently in place regarding photos and videos on Instagram.

These periods are subjected to change.

- Photos and videos on social media accounts operated by Struthers Memorial Church are deleted on an annual basis.

In addition, we delete your personal data from Instagram without undue delay upon your request, unless we are under a legal obligation to retain these. Please note we will not be able to repost your photo or video after you have requested its removal.

Contact

If you would like to discuss anything in this policy, or withdraw your consent after providing it, please contact:

Safeguarding Officer

Struthers Memorial Church

33 West Stewart Street

Greenock

PA15 1SH

Email: safeguardingofficer@struthers-church.org

Telephone: 01475 729668

Photography and Filming Consent Form

Struthers Memorial Church will take all necessary steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that any images are being used inappropriately, please inform us immediately.

Please ensure that you read the attached photography and filming privacy notice before completing this form.

Name:		Age (if under 18):	
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Declaration of consent – individuals aged 16 or over

Please tick each box (or strike out what you do not consent to), then sign this form.

- I give permission for my photograph to be used within the church for display purposes.
- I give permission for my photograph to be used within other printed publications.
- I give permission for my photograph to be used on the church's website.
- I give permission for my photograph to be used on the church's social media platforms.
- I give permission for video of me to be used on the church's website.
- I give permission for video of me to be used on the church's social media pages.
- I give permission for video of me to be used within the church for training or analysis purposes.

Signature:		Date:	
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Declaration of consent – parent / carer of child under 16

Please tick each box (or strike out what you do not consent to), then sign this form.

- I give permission for my child's photograph to be used within the church for display purposes.
- I give permission for my child's photograph to be used within other printed publications.
- I give permission for my child's photograph to be used on the church's website.
- I give permission for my child's photograph to be used on the church's social media pages.
- I give permission for video of my child to be used on the church's website.
- I give permission for video of my child to be used on the church's social media pages.
- I give permission for video of my child to be used within the church for training or analysis purposes.
- I confirm that I have read the photography and filming privacy notice, or been made aware of, how these images or videos will be processed within the SMC.

Signature of parent / carer:		Date:	
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Print name:	
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