

Photography and Filming Policy

Version Control

Version	Date	Summary of changes	Author/s	Circulated to / Approved by
V1.0 DRAFT	30/9/2020	First Version	A Jones / T Jones	

Policy Statement

This policy outlines the responsibilities of any person taking films or photographs from inside a facility hired exclusively for SAC or any film or photography taken or commissioned by SAC.

This policy aims to ensure:

- Southampton AC is able to safely use photos and videos for club appropriate purposes.
- Southampton AC deals competently with third party organisations wishing to take photos/videos.
- Athletes, coaches and other concerned individuals are aware of the consent that they give and how to remove that consent if they wish to.
- Safeguarding practices are maintained at all times.

This policy applies to athletes, coaches, officials, spectators of events and any individual that you might reasonably expect to be included in photos and videos at club events.

Appropriate Usage

Club Usage

Southampton AC will only use images and videos taken for club promotional purposes and internal use. No media collected will be used outside of the context of Southampton AC and will not be given to third parties without explicit consent prior to its use.

Examples of club use may include:

- Posting to Southampton AC website, social media pages, newspapers or Television
- Showing photos and videos at awards evenings, presentations or similar internal events
- Advertising for the club or for club-hosted events

Personal Usage

We recognise that many may take and use photos and videos for their own purposes and we ask that the subject of the photo/video is consenting and understands what you intend to do with it. We also ask that always use images of others responsibly and have a good grasp of your social media privacy if you wish to post it there.

For more information, please refer to our **Social Media Policy**

Third Party Usage

In the case that images and videos are to be taken and/or used by a third party, they should seek permission first. In this situation they should follow the photography/filmography request form (linked below) and provide the necessary information. In which case those involved will be informed and be made aware of their right to refuse consent if they choose. Please refer to ***Third Party Usage Form***

Storage

Southampton AC will store photographs and media, in accordance with our safeguarding policy and data protection law. Especially when the subject is below the age of 18 and/or is vulnerable.

We will:

- Store hard copies of images and electronic copies of media securely and disposed of securely when they are no longer needed.
- We will never knowingly store images and videos of children/young people on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Advise all those who take photos on their personal devices to read this policy and ensure that they are taking their own steps to store images safely. Especially regarding images and videos of children/young people.

Consent

Members

As stated in the membership agreement; all Southampton AC athletes, coaches and officials offer consent to use their likeness while they are representing the club at any sporting or other event.

Other concerned Individuals

Parents, spectators and others that may attend a Southampton AC events or are included in photos or video taken for club purposes may be asked for verbal consent or in special cases written consent that they are comfortable being included in this type of media for club purposes.

Children/Young People

We define Children/Young people as anyone under the age of 18. Southampton AC will ensure that the parents/guardians of all within this age bracket are aware of our photography and filming policy, making sure that they understand our uses and how to withdraw consent.

Southampton AC will also treat images of anyone under the age of 16 with extra assessment of appropriate use and will reach out to the parents/guardians verbally or written to explain the uses of the image/video and give an appropriate window for them to withdraw consent.

If you have any concerns about safeguarding please refer to our safeguarding policy or contact our Welfare Officer, contact details on the club website.

Withdrawing Consent

All individuals remain the right to remove their consent at any time. If any individual wishes to remove that consent, they must fill out a consent exemption form (linked below) expressing the amount by which their consent is to be withdrawn. This could be for a specific time period, event, photo/video or any other reason that the person decides. Parents/Guardians are required to sign alongside their child/young person for anyone under the age of 18.

***Withdrawal of Consent* Form**

In the event that consent is withdrawn after a photo or video of the individual has been used, Southampton AC will then take all reasonable measures to take down this piece of media or edit it to remove/obscure the identity of the concerned individual. However, this is not entirely possible in all cases and we urge individuals to be proactive if they wish to withdraw consent.

Related Policies

TO BE COMPLETED

Basically just a space to link all related policies and will have hyperlinks to other parts of the website etc. when it's all set up

Useful Contacts and Further Information

TO BE COMPLETED

Suggested useful contacts of further information, e.g. welfare officers, website managers, committee, EA policy document

Appendix A – Sample Forms

Forms to be created as stand-alone documents that can be accessed outside this policy document

Third Party Useage Form

Name of third Party and Organisation	
Contact Details	
Reasons for taking images / intended use	
<p><i>I declare that the information provided is valid and that the images will only be used for the reasons given and destroyed when no longer relevant</i></p>	
Date:	Signature:

Withdrawal of Consent Form

<p>Name and DOB of individual for whom consent is being withdrawn</p>	
<p>Name of parent/guardian if individual is under 18</p>	
<p>Provide details of event or timeframe for withdrawal of consent.</p> <p>If this is left blank they understand that all consent will be withdrawn for any photo/video of the concerned individual unless the club is notified otherwise.</p>	
<p>Sign below to say you understand the context of consent withdrawal as described in the policy document. Signature of parent/guardian if individual is under 18.</p>	
<p>Date:</p>	<p>Signature:</p>