

# Photography and Image Capture Policy and Procedure

## Cambridge Buddhist Centre

<b>Date of Approval by Trustees: 18<sup>th</sup> June 2014</b>	
<b>Date for Review: 18<sup>th</sup> June 2020</b>	

This policy applies to image capture or intended image capture within the boundaries of The Cambridge Buddhist Centre either indoors or outdoors. “Image capture”, “photography” and “videoing” refer to any kind of image capture, still or moving, obtained by any photographic device including still image cameras, video cameras, CCTV cameras, webcams and photographic enabled mobile telephones, and any other type of image capture device not specified here, whether digital or not, using technology existent at this time or in the future. The storage of such images includes film negative, film positive (e.g. transparencies and slides, movies, etc), photographic paper, digital media, magnetic tape and any other kind of storage method able to be used for the storage of images, still or moving, available now or in the future.

Most issues of privacy in relation to image capturing can be dealt with very straightforwardly by ensuring ‘good manners’ when operating cameras. Ask for permission to film; do not assume that everyone is happy to have their image captured. Ask again if the image is going to be reproduced; for example in a newsletter or on the website.

### **Children, young people and vulnerable adults**

When deciding whether or not to allow photography and/or video recording at the Centre of children, young people and vulnerable adults a little more formality is required. The Child Safe Guarding Co-ordinator and Vulnerable Adults Co-ordinator have to consider many complex aspects of the law and particularly child and Vulnerable adult safety. Human Rights legislation and the Data Protection Act 1998 give people certain rights, and it is the right to ‘privacy’ that is the issue when using photographs or other images. Very young children or vulnerable adults may not be able to give informed consent to image capture and therefore responsible adults will need to consider the privacy of these parties on their behalf.

The safety and well-being of children, young people under 18 and vulnerable adults visiting the Cambridge Buddhist Centre is the responsibility of the teachers of the visiting schools, The Council, Child Safe Guarding Co-ordinator, Vulnerable Adult Safe Guarding Co-ordinator, Education Team, Centre staff and volunteers.

In the course of a visit to the Centre visiting teachers often ask whether they may take photographs (or video images) of the staff and of the children engaged in activities. Centre staff have the right to decline to have their photographs taken if they so choose. Visiting

teachers will need to comply with their own schools policies when taking photographs (or video images) of children at the centre.

Centre staff should not take photographs (or video images) of visiting school parties unless specific permission has been given by the visiting teacher who has the responsibility to seek permission from the children's parents.

### **Storage and display of images.**

Permission for the display of captured images of children and young adults must be granted before they are used in notice board displays. If images are to be used for newsletters, websites or promotional documents this must be made explicit on consent forms.

The storage of images, negatives or other recording methods should be secure; images are not to be reproduced without specific permission and access to images must remain within those parameters specified on the consent form. For example a photograph of a child engaged in educational activities at the Cambridge Buddhist Centre might be displayed on the notice board but must not be reproduced in the newsletter without further and specific permission to do so.

It will usually be sufficient to ask the schools permission to use images on a notice board as each school will have their own consent forms that parents have signed, however it may be necessary to ask a parent for their permission to use a captured image for an extended audience; a pamphlet for example. In this case the Child Safeguarding Officer will liaise with the parent via the school teacher to obtain written consent.

Triratna Cambridge will take reasonable steps to ensure permission is obtained before images are taken or reproduced on its premises, but cannot be held responsible for image capture and its use by members of the public.

Any concerns about this policy and area should be raised with the Centre manager.

### **Date the Photography and Image Capture Policy will be reviewed**

**Date: 18<sup>th</sup> June 2015** \*\* reviewed 29<sup>th</sup> May 2015 by Ratnaghosha

**Date 18<sup>th</sup> June 2016** reviewed 23<sup>rd</sup> July 2016 by Ratnaghosha

**Date 18<sup>th</sup> June 2018** reviewed 20<sup>th</sup> July 2018 by Ratnaghosha

**Date**