**Guidelines for photography in the Lordsbridge Team**

These guidelines apply for all images - whether photograph or video - and assume that the purpose of taking photographs in the name of the church is in order to publish some of them in one form or another.

1. Gain consent.

For informal roaming photographs a written notice that photographs will be taken is acceptable. This should be visible during an event and made clear on publicity as well. This notice needs to include

1. What the photographs will be used for
2. A way for people to opt out of being photographed at all.

If individuals are being photographed then written permission is needed. The permission form must specify what the photographs will be used for and how they will be stored. If the photographs include children, or those unable to give consent themselves, then permission is required from parents / carers.

1. Store all images securely. This means on password protected computers or on reputable cloud based software that is password protected
2. Delete photographs that are not going to be used for promotional purposes. Any photos that have not been used a year after being taken should be deleted.
3. Do not give identity labels when publishing photographs.

Finally, if it makes sense in the context, one sensible option is to take photos that do not include faces. Eg, of hands doing a craft activity.

Visit the Ely Diocese website for more information.

<http://www.elydiocese.org/%21import_batches/e3c8a4b0-ff30-11e6-93ee-00249b0b4594/safeguarding/guidelines-for-work-with-children-teenagers-and-vulnerable-adults/photographs>

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