**Last updated: 4th June 2023**

As adopted by the Friends of Cannock Stadium Park Community Group.

**Introduction**

Friends of Cannock Stadium Park (therefore further mentioned as FOCS) seeks to ensure that the privacy of each individual is respected in relation to their identity and to ensure that the use of all images portrays FOCS positively.

This policy applies to employees, volunteers, members and board directors and third parties using our services to provide them with guidelines and procedures regarding the taking of photographic images and video and audio recordings.

**Policy Statement**

Photographic Images, audio and videos recorded and used by FOCS should be required for the following purposes:

Acknowledge the achievements and accomplishments of employees, members, volunteers and board directors.

Promote the services and activities of FOCS and the use of the park to the wider community.

Record events to maintain a historical record of FOCS.

**Image Consent Policy**

It is necessary for employees and volunteers aged 18 and over to complete and sign the Image Consent Form if their image(s) are to be used.

Individuals under the age of 18 years and adults who are unable to make an informed decision or make their decision known, require permission to be granted by their parent or legal guardian using the Image Consent form.

Once permission is granted, this permission applies to all images of the individual including photographic and video images. FOCS ensures that all imagery and media communications portray individuals and FOCS in a valued and positive way.

FOCS does not share or sell any images to any third party for commercial/marketing purposes and does not release any images unless required by law to do so. However, FOCS cannot guarantee the image security once on the public domain. Please refer to On-line Safety Policy for further guidance.

**Consent Form**

Express permission is obtained for the use of an individual’s image for all publications, media communications and promotions using the FOCS Photo Consent form.

Individuals can request to be contacted each time FOCS wishes to publish their image. Individuals can also specify publications they do not wish their image to appear in.

Withdrawal of Consent

Individuals are able to modify or withdraw their consent in writing at any time.

Individuals can also specify if their image is only to be used for the duration that they are active with FOCS.

Once an individual withdraws consent or ceases to be a member or representative of FOCS, We will cease to use their image in new publications however are not required to withdraw all current publications featuring their photo from circulation.

**Photography and Recordings at Events**

FOCS recognise that getting permission to take photos and videos at community events is extremely important.

FOCS find it can be really useful to take photos or videos at any events we participate in. FOCS use these images afterwards to publicise their activities as people often like to see photos of their community having fun together.

However, we recognise also we should make sure the people are being photographed are happy to be photographed and understand how the images will be used.

People might have their own reasons for not wanting themselves or their children to be photographed, and it is important to respect this.

Before taking photos or videos of people at events, make sure they understand that they are being photographed and why. You should seek consent from a parent or guardian for those under 18 years.

You can let adults and young people know they are being photographed by:

* Displaying signs at the event.
* Advertising in the publicity for the event
* If practical, making an announcement.

If possible, you can give people an opportunity to opt out of being involved in a photo (e.g. by telling them before taking a photo). If this is not possible, it is still important to make sure people are informed that photos/films will be taken, so that they can leave if they don’t want to be in them.

Speakers at FOCS events should be asked for written consent for use of their information and or recordings on the website, social media and any other outlet and given prior opportunity to edit their presentation if desired before it is uploaded or disseminated.

**Record keeping**

FOCS ensures the confidentiality of the completed consent forms, photographs and recordings.

**Images Recorded by Employees or Volunteers**

All photographic and video images taken by employees and volunteers on behalf of FOCS are owned by FOCS regardless of who owns the equipment used to record the images. Images must be downloaded onto FOCS computer system as soon as possible and deleted from the recording device such as a camera or phone.

**Privacy Complaints**

FOCS Confidentiality Policy contains details of how you may make a complaint about a breach of your privacy.

**Third Parties**

FOCs is aware that working with other community groups is important to our aims and Third Parties (this includes both individuals or other organisations) may wish to share their imagery with FOCS by either e-mail, social media or in printed format.

FOCS assumes third parties have sourced consent before publishing via the above platforms and FOCS hold no responsibility for the imagery being published by the third party in this way.

Third Parties agree by publishing on social media platforms, however private they are presented must be treated as in the public domain as FOCs cannot warrant the risk of other social media users also using that platform.

FOCS will always try to gain permission from the third party for use of the imagery in the means aforementioned in ‘Image Consent Policy’. However, we do recognise that this may not be always possible.

Any incidences of concern of use over third party imagery, please contact both FOCs and the third party.

**Review of Image Policy**

FOCS is committed to continuous improvement and this policy will be reviewed annually for effectiveness.

President :........................................................

Date...............................

Vice President :........................................................

Date...............................