



## **Darjeeling Children's Trust Social Media and Photo Consent Guidance**

### **Letting people know.**

It's important to let anyone who is attending your event know if photography or filming will be taking place on the day. This includes event organisers and volunteers. You should also let people know how photos/videos will be used, and if they will be shared with others. Here are some steps you can follow to make sure everyone is informed.

1. If the event is being held on someone else's property, make sure you check that photography/filming is allowed on site.
2. Ask any presenters or speakers who are convening the event to make an announcement to all participants at the start of your event stating that photos or filming might be undertaken and if anyone does not wish to be included to make that clear at the beginning. This should allow them to be excluded.
3. Ask people for their permission before you take their photo or film them and provide coloured stickers for anyone who does not wish to appear in photos or videos so that your photographer(s) know who to avoid. Depending on the type of photo or video you are taking, you may need to ask people to complete one of our consent forms. Additional guidance on how you need to gather consent can be found below. This resource has been created to help you get the most out of photos and videos captured at your event for you and us to use on social media. As photographs of individuals are regarded as personal data, it is important that you familiarise yourself with the guidance in this document so that you can fulfil your responsibilities under the Data Protection Act 1998 and ensure that people's wishes are respected.

### **Gathering consent**

You will need to gather consent for any images of children, young people or adults where the individual(s) can be clearly recognised and identified. If you are taking photos of large groups of people, the best way to ensure that you have consent from everyone is to follow all of the steps for letting people know that photography and videos will be taking place and ensuring that only those who are happy for images of themselves to be shared appear in your photos and videos.

### **Taking photos/videos of children, young people and vulnerable adults**

The photographer should always ask for permission from individual people before filming or taking any photos. Please take extra care if there are children under 18 or who are vulnerable in any way. Before you start filming or taking photos, we recommend you follow this simple guidance.

1. Ask the parent, guardian or carer of the person if they are happy for the individual to be photographed or videoed – if they say no, don't film or take photographs, even if the subject(s) seems willing to do it.
2. Ask the person if they are willing to have their photo taken or be filmed – if they say no, please respect their wishes.
3. Always explain beforehand how the photo/video will be used, or if it will be shared on social media.

### **Sharing photos and videos with us**

We love seeing photos and videos from Darjeeling and are often keen to use these in our marketing materials. Although we often receive lots of videos and images on our Facebook and Twitter accounts, we will only use these items in our marketing materials if we are satisfied that we

have consent to do so. If you are happy for us to use images and videos in this way, you will need to send your content to us by email, with a completed consent form.

To help protect everyone's privacy, please follow the guidelines below for how you use the images and videos you've captured.

1. It's a good idea to only use the photos/videos you've captured in relation to the event itself. If you do wish to use them in any other context, we recommend that you go back to the subject(s) to ask their permission.
2. Use photos/videos sensitively and try to take into consideration the individual's dignity and privacy. A good way to check whether the photo/video is appropriate is to ask yourself, 'Would I mind that being made public if it was of me?'
3. Don't post photos/videos on any social networking site without their agreement.
4. Don't share photo/video files with anyone else without the permission of the subject(s).
5. Make sure the original files are stored in a secure location and not accessible to anyone who isn't authorised to see them.
6. Don't include names or any other personal details without the subject's permission when publishing photos/videos.
7. If someone changes their mind about letting you use a photo/video, please respect their wishes. Make sure they're not used or made public, delete the original file and any social media posts that involve them. If you've already shared the photo/video with anyone else, please make sure they also do the same – especially if you've shared them with us!
8. If you do post any photos/videos on social media, it's a good idea to share the relevant website links or Twitter handles with the subject(s). Remember that materials posted on social media have the potential to be seen and shared by many more people beyond those associated with the event or the Darjeeling Children's Trust.

# Darjeeling Children's Trust Photography and Filming Consent Form

Name of organisation:	Darjeeling Children's Trust
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In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent/guardian if the child is under 16.

The DCT will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform DCT immediately.

If the child is under 16, consent must be obtained from parents or guardian.

Consent information:	
<i>To be completed by the parent/guardian:</i>	
<input type="checkbox"/> I give permission for my child's/children's photograph to be used for DCT publicity and promotion purposes	
<b>Signature of parent/guardian:</b>	<b>Print name:</b>
<b>Date:</b>	

If over 16, it's still good practice to inform parents/guardians that photographs/videos of their child may be used if the child has given consent.

<i>To be completed by child if over 16 years old:</i>	
<input type="checkbox"/> I give permission for my photograph to be used for DCT publicity and promotion purposes	
<b>Signature of child:</b>	<b>Print name of child</b>
<b>Date:</b>	