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Dragon Tang Soo Do  
&  
Dragon Martial Arts



**PHOTOGRAPHY AND VIDEO RECORDING POLICY**

Version (1)



## **Photography and video recording at DTSD events**

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When we showcase DTSD it increases engagement with current members and more importantly, potential members and donors. With a few simple guidelines your photography and video (collectively digital assets) of DTSD activities and events will ensure you protect others while creating content to promote DTSD.

### **Managing personal data**

Photography, video and audio is considered personal data (when the individual in it is identifiable) so as with all data, you need to consider how it is managed. DTSD members understand the need to share the positive benefits of DTSD to other members and the public.

This guidance breaks down to draw focus in 3 key areas

1. Informing and gaining permission
2. Point of capture
3. Managing digital assets

### **Informing and gaining permission**

It's best to plan in advance before capturing photography, video and audio. The most important element of this guidance is ensuring the individuals are well informed in advance of the capture and have an opportunity to express their wishes. On occasion, individuals or parents will have good reason to request photos, video or audio are not shared.

It is important to understand what content you have and for what event so you are able to satisfy such requests. You can inform members of your intentions and request their consent at the same time as other data is collected as part of an attendance form for an event or activity. For members under 18 this will need to involve a parent or guardian.

The Promotional Examination Agreement helps you to capture consent. The form includes the following statements and consent;

In accordance with our Child Protection Policy, Dragon tang Soo Do will not permit photographs, videos or other images of young people to be taken without the consent of the parents/carers.

Therefore, I, the signed applicant or legal guardian of the minor applicant on the reverse side (Front), consent that any photographs, videos or other media coverage taken of my child may be used for publicity and I waive all compensation thereto.



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

I have read and fully understand this agreement and this agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

### **Legitimate interest**

On occasion it is not practical or even possible to have gained formal consent from every individual who may feature in photography, video and audio. An example situation could be large-scale event where the volume of attendees is high, and the event is spread over a large area. It is a reasonable expectation that photography, video and audio will be captured at an event like this and that the digital assets will have minimal impact on the individuals in question. In these situations, it is important to at least inform individuals of your intentions with regards to photography, video and audio at the point of entry or around the event area, this can be as visual signage or literature handed out around or even before the event.

Informing people of your intention lets them know that you have a legitimate interest to create digital assets and provides the opportunity for people to express their wishes.

### **Advertising, marketing or media coverage**

When digital assets may be used for a very public purpose, such as specific marketing or an editorial, an overarching release form will ensure that consent is captured for digital assets of an individual and is the ideal solution for advertising, marketing and media coverage.

A release form is not a legal requirement, as the copyright of an image belongs to the photographer and not the subject, nevertheless, it is considered best practice and is a good way to prove consent for managing personal data. A written log and evidence of consent is preferable but if this isn't practical, a log of their name, date and what it was for, as a verbal consent is sufficient.



### **Seeking young people's permission**

When creating content your photographer, video maker or sound recordist should ask for the young person's permission to use their image. This ensures that they are aware of the way the image will be used. This does not need to be a formal permission form, an informal verbal agreement that explains what the photo will be of and how it will be used is sufficient and is in addition to consent already given.

### **How to manage situations when consent isn't given.**

Young people should never be consciously made to feel excluded, therefore some practical examples of managing this include

- confirm with parents and carers that the young person who cannot have photographs is either aware of this or not.
- don't take photograph of an entire group and exclude one person, take photographs in smaller groups so that less attention is drawn to the young person who cannot be in photographs.
- consider splitting the activity group up into two and the photographer can photograph the group where everyone has given consent across all activities.

### **Administering consent**

If you have a set of members at a large event who have requested that their personal data is not shared through photo, video or audio content then you need to look for a suitable way to remove them from the content you create. You could add a note to an event lanyard, pass or name badge to identify them to content creators or request their photo to help you identify them.



### **Safeguarding young people**

There have been concerns about the risks to children and young people when their images are used online (including on social networking sites and YouTube etc) and in publications by following a few simple guidelines (based upon those suggested by the NSPCC) you will reduce the potential for concern.

- Avoid using both the name and the photograph of a young person in a printed publication, social media or on a website.
- Seek parental permission (see above)
- Only allow photographs to be taken of suitably dressed subjects and in appropriate situations.

### **Managing digital assets**

#### **Capturing, editing and storage**

The following guild lines should be followed;

- Photography, videos and audio of no use should be removed at source or in any copies when not needed.
- The use of cloud services are ok for storage. Use a reputable provider with guaranteed storage in the UK or EEA
- You need the ability to add metadata to the imagery or organise them so you can capture, names, event names, dates, consent evidence
- Password protected (with strong passwords, minimum of 8 characters, with some complexity)
- Use photographic devices that are under the control of the person who gained the consent and manages the images where possible