

## St Albans Mencap

Charity number: 210073

[stalbansmencap.org.uk](http://stalbansmencap.org.uk)

# Photography and Filming Policy

This Photography and Filming Policy emphasizes safeguarding and data protection when capturing images of children, young people, and vulnerable adults involved in our activities. The policy ensures respect for privacy, lawful use, and secure handling of images.

Document control:

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1.0			

Summary of changes:

Version:	Changes:
1.0	Redrafted to current format – July 2025

## Photography and Filming Policy

At St Albans Mencap, we recognise that photography and filming can be a valuable way to celebrate achievements, document activities, and promote our work. However, we are also aware of the potential safeguarding and data protection risks associated with capturing and sharing images of children, young people, and vulnerable adults.

### Our Commitment

- Promoting the safety and wellbeing of all children and vulnerable individuals involved in our activities.
- Respecting the rights of individuals and families to privacy and dignity.
- Ensuring that images are used appropriately and lawfully, in line with safeguarding and data protection legislation, including the UK GDPR.

### Key Principles

- **Consent:** We will always seek written, informed consent from parents, carers, or individuals before taking or using any images. Consent will be specific, freely given, and time-limited, in accordance with GDPR requirements.
- **Purpose Limitation:** Images will only be used for the purposes explicitly stated at the time of consent, such as promotional materials, newsletters, or social media.
- **Data Minimisation:** We will avoid collecting or storing more images than necessary and will not include personal identifiers (e.g. full names) unless essential and consented to.
- **Storage and Security:** All images will be stored securely, with access restricted to authorised personnel. Digital files will be encrypted where appropriate.
- **Lawful Basis:** Our lawful basis for processing images is typically consent. Where consent is not appropriate (e.g. for legal obligations or vital interests), we will document and justify the lawful basis used.
- **Sharing and Transfers:** Images will not be shared with third parties or posted online without explicit consent. We will not transfer images outside the UK without appropriate safeguards.
- **Retention and Deletion:** Images will be reviewed regularly and deleted when no longer needed or when consent is withdrawn. Retention periods will be clearly communicated.

### Use of External Photographers and Videographers

St Albans Mencap occasionally engages external professionals to capture photographs or video footage of our events and activities. To ensure the safety, dignity, and privacy of all individuals—particularly children and vulnerable adults—we require that all external parties adhere to the following safeguarding and data protection standards:

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### Vetting and Safeguarding Checks:

- All external photographers and videographers must provide evidence of a valid enhanced DBS check prior to any engagement.
- They must read and sign our Safeguarding Policy and Photography and Filming Policy before commencing any work.
- A designated staff member will supervise all photography and filming sessions involving children or vulnerable adults.

### Consent and Briefing:

- External professionals will only capture images of individuals for whom written consent has been obtained.
- They will be briefed on the purpose and scope of photography or filming, including any restrictions on image use or distribution.

### Equipment and Conduct:

- Only approved equipment may be used. Personal devices are not permitted unless explicitly authorised.
- External parties must not store or retain images beyond the agreed purpose and must transfer all media to St Albans Mencap for secure storage.
- They must always act respectfully and professionally, avoiding any behaviour that could be perceived as intrusive or inappropriate.

### Data Protection and GDPR Compliance:

- External photographers and videographers are considered data processors under the UK GDPR and must sign a data processing agreement outlining their responsibilities.
- They must ensure that all images are handled in accordance with our data protection policies, including secure transfer, storage, and deletion protocols.

## Risk Awareness

We acknowledge the risks of misuse, including:

- Images being altered or used inappropriately.
- Children being identified and targeted.
- Breaches of confidentiality or data protection.

To mitigate these risks, we follow NSPCC guidance and GDPR principles, including:

- Avoiding images that could be seen as exploitative or inappropriate.
- Using group shots rather than individual portraits where possible.
- Ensuring staff and volunteers understand and follow this policy.