



# UK Women's Disc Golf Association

## Photography and Video Policy

### Purpose and scope of this policy document

1. The UK Women's Disc Golf Association (UKWDGA) acknowledges that anyone participating at one of its events has a right to ask not to be included in any formal photography or video, either conducted by an Executive Member or an approved photographer or videographer.
2. At the time of Event Registration an opt-out of formal photography or video will be offered.
3. In particular, the UKWDGA may work with individuals whose welfare is of paramount importance:
  - a. children and their families;
  - b. vulnerable adults;
  - c. anyone who has been the victim of abuse (should they make this known confidentially);as part of its activities and events.
4. The purpose of this policy statement is to;
  - a. protect those individuals listed in Paragraph 3. (a-c) and anyone who chooses to opt-out and take part in an event organised by the UKWDGA, where formal photos and videos may be taken;
  - b. set out the overarching principles that guide our approach to photographs/videos being taken of those individuals during our events;
  - c. ensure that we operate in line with our values and within the law when creating, using and sharing images.
5. This statement policy applies to the Executive Members and any organisation associated with the UKWDGA during our events.
6. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect those listed in Para 3. (a-c), in England, Northern Ireland, Scotland and Wales.

### **We Believe that:**

7. No one should experience abuse of any kind and we all have a responsibility to promote the welfare of those individuals listed in Para 3. (a-c) and to take, share and use their images safely.

### **We recognise that:**

8. Sharing photographs and videos of our events can help us celebrate successes and achievements of those who participate, and provide a record of our events and raise awareness of some of the things we do in our Association;
9. Individuals have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender assignment, race, religion or belief, sex or sexual orientation;
10. Consent to take images/video is only meaningful when the individual, parents, guardians or carers (where applicable) understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images;
11. There are potential risks associated with sharing images/video online.

### **We will seek to keep individuals safe by:**

12. Always asking for consent before an event before taking and using images or video;
13. Always explain what an image/video is going to be used for, how they will be stored and what potential risks are associated with sharing images/videos;
14. Making it clear that if anyone withdraws consent for an image/video to be shared, it may not be possible to delete images/video that have already been shared or published;
15. Changing the name of individuals whose images/video are being used in our publication material whenever possible (and only use first names if we need to identify them), unless the individual gives consent;
16. Never publish personal information about individuals without consent;
17. Making sure individuals understand how images/video will be securely stored and for how long (including how we will control access to the images/video and their associated information).
18. We will ensure that this policy is made available to all members of the UKWDGA so that they understand the procedures to keep individuals safe.

## Photography and/or video for personal use

19. The UKWDGA events are held in public parks/areas and at disc golf courses and therefore they have no control when event participants or spectators are taking photographs or video for personal use. We will remind event participants via our event communication that:
  - a. People should check the privacy settings of their social media accounts to understand who else will be able to view any images they share;
  - b. Reminding event participants who they can talk to if they have any concerns about images being shared.

## Photography and/or video for UKWDGA use

20. If we decide to have a professional photographer/videographer at any of our events, we will seek to keep individuals listed in Para 3. (a-c) plus those who opted-out safe:
  - a. Providing the photographer with a clear brief about appropriate content and behaviour;
  - b. Ensuring the photographer wears identification at all times;
  - c. Informing all participants in advance that a photographer/videographer will be at the event;
  - d. Not allowing the photographer to have unsupervised access to children or vulnerable adults.

## Photography and/or filming for wider use

21. If people such as journalists, professional photographers/videographers (not hired by the UKWDGA) wish to record one of our events in any way and share the images professionally, or in the wider world, they should preferably seek permission in advance.
22. They should provide:
  - a. The name and address of the person using the camera;
  - b. The names of the individuals they wish to take images of (if possible);
  - c. The reason for taking the images and/or what the images will be used for;
  - d. A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
23. The UKWDGA will verify these details and decide whether to grant permission for photography/video to be taken. We will seek consent from those who are the intended subjects of the images, and inform the photographer of anyone who does not give consent.

24. At the event we will inform all participants that an external photographer is present and ensure the photographer is easily identifiable.
25. It should be noted however that UKWDGA events are often undertaken in public spaces and therefore the UKWDGA do not have the authority to prevent anyone outside our approval taking photos or videos.

### **If consent to take photographs/film is not given**

26. If any event participant wishes to opt-out of any formal UKWDGA photos or video, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take photos/video of them, and ensure this is done in a way that does not single out that individual or make them feel isolated.
27. We will never exclude anyone from our events because we do not have consent to take photographs/video.

### **Storing images**

28. We will store photographs and videos that we take securely, in accordance with our policies and data protection law.
29. We will never store images on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

### **Related policies and procedures**

30. This policy statement should be read alongside our Association policy and procedures, including:
  - a. Safeguarding Policy
  - b. Safeguarding Procedures
  - c. Online & Social Media Policy

### **Contact details:**

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