

St Dunstan's Catholic Church, Shaftesbury Road, Woking

Taking Photographs and Recording Film Images Policy

St. Dunstan's Catholic Church is committed to promoting the highest standards of safeguarding of children and vulnerable adults. The Parish community of St. Dunstan's respects and values the personal dignity and rights of all people and recognises that it has a special responsibility towards those who are young or vulnerable. The Parish is also committed to taking all appropriate steps to maintain a safe environment for all, to practice fully and positively Christ's ministry towards children, young people and vulnerable adults, and to respond sensitively and compassionately to their needs in order to promote their wellbeing and to help keep them safe from harm.

Generally, photographs of children for organisations, school and family use and usually for publication in the local press are a source of pleasure and pride for individuals and families and are to be welcomed. However, we live in an age in which technology has vastly increased the use and potential misuse of photographs and we have reviewed our policy in the light of this.

The safeguarding of the vulnerable at St Dunstan's is of utmost importance. This document sets out the Parish policy on the taking of and use of images of parishioners and visitors whilst in the church. It seeks to balance the celebration of the life of the Church and the rights of the individuals not to be photographed/recorded.

Thus this Policy sets out to ensure that:

- individual rights are respected;
- photographs are only used for the purpose intended;
- church use of photographs is facilitated;
- personal family photography is allowed where possible;
- individuals or carers are given the opportunity to opt out;
- protection of the vulnerable is ensured.

Throughout this policy 'photography' refers to digital images, DVDs, videos and photographic prints or slides. 'In church' refers to all occasions whenever and wherever people are within church premise.

'Individual' refers to anyone with rights and responsibilities in relation to anyone who could be considered vulnerable (child or adult).

Taking and using images of vulnerable by Church Official Photographer (COP), church goers and third parties

By Church Official Photographer (COP)

- COP may take photographs at church or at church events for the purpose of recording the life of the church, for use in social feeds, in newsletters, in website material, and for any other appropriate purpose related to the life of the church;
- where an individual has expressed a wish not to be photographed, every effort will be made to ensure that wish is respected;
- photographs will be securely stored and used only by those authorised;
- photographs will be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken;
- photographs taken for publicity and promotional purposes should be retained for a maximum of six years per Diocese guidelines
<https://www.dabnet.org/ViewArticle/?section=Resources&id=1451>.

By church goers (parishioners and visitors):

- Videoing is not allowed at church events;
- photographs may not be taken during a service except when invited to do so by a priest;
- when photography is allowed at church events, those attending are expected to use their camera courteously. Those attending who wish to take photographs will be asked to wait until a specific time as photography during services, liturgies/collective worship is not permitted. This is:
 - so that churchgoers can prayer without interruption;
 - so that everyone can enjoy the service or activity without being hindered by cameras and screens in front of them;
 - for child protection or safeguarding reasons.
- church goers are not permitted to take photographs or to make a video recording covertly. If they do so, they may take photographs or film of the vulnerable who have asked not to be photographed/filmed;
- church goers are not permitted to take photographs for any purpose other than their own personal use. Photographing other than for private use would require the consent of other individuals whose photographs may be captured. Without this consent the Data Protection Act 2018 would be breached;
- It is expected that any adult taking photographs who is not recognised should be approached and challenged.

By third parties:

- Individuals should be made aware that, when group photographs are taken by a commercial agency, the photographer retains copyright. Individuals must be given contact details of the agency used;
- From time to time, third parties may be invited by the church to cover specific events or to highlight particular celebrations where the photos will be used in church publications or the wider media. In such cases, those individuals who have asked not to be photographed/filmed must be excluded.

Live Streaming of Events Held at the Church

The camera installed in the church can live stream masses and ceremonies allowing the housebound, people in hospitals and in nursing homes or those who live elsewhere or abroad to watch live masses, ceremonies and other celebrations or services and, thereby enables parishioners to stay connected with this parish and with their families and friends through these services. It also provides an effective way to evangelise those who wish to view on line. Live streaming is available 24/7 but not all live streaming is recorded. The following guidelines apply:

- recordings are requested only by the parish administrators;
- anyone objecting to a specific recording/event must notify the parish administrator in advance (ideally with a minimum of 24 hours' notice);
- at the church entrances, notices are provided to attendees that recording/live streaming is the norm – these notices include a picture showing the “field of view”;
- notices of recordings due to take place can be viewed daily on the parish website <http://www.st-dunstans.org/> or on <https://www.churchservices.tv/woking>;
- if services are recorded, the footage will be held securely for no more than 30 days or otherwise as requested by the parish administrator;

- the Parish will look for written consent of volunteers helping at the church whose images may appear on live streamed ceremonies or recordings. This especially applies if volunteers are children, when their parents or guardians should be involved.
- Any volunteers in these groups, particularly altar servers, who are under the age of 18 years, will be required to have written consent of their parent or guardian.

St Dunstan’s Catholic Church

PHOTOGRAPHS and LIVE STREAMING CONSENT FORM

I am aware that some Masses and other celebrations in St Dunstan’s Church, Woking will be live streamed and may be recorded and I consent to my image appearing.

I also consent to a photograph/still image in which I appear being published on (a) The Parish Website, (b) The Parish Magazine, (c) The A & B News (the Diocesan Newspaper) (d) local press or (e) Parish Social Media

Full Name.....Signature.....

If appropriate

Full NameRelationship.....Signature.....

Date.....