

High Borran

Policy for photographs (including video footage), permissions, use and storage

As a centre we take photographs to provide a record of a group's achievements during their course. Quality outdoor education just begs to be photographed! This policy sets out our responsibilities with regard to images and our working practice.

- Written photographic permissions are sought from all customers (or their parents / carers). We will comply with their wishes. We operate an "opt in" system for this and it is done on our Medical / Diet Information Forms.
- Photographs taken during a course are taken on centre cameras. Once they have been downloaded onto our server they are deleted off the camera.
- We download images onto the centre's main server during a course. They are then used as a reviewing tool at the conclusion of a course as part of a "slideshow". The images are given to visiting course leaders (teachers, youth leaders) by secure or encrypted email. We keep the images on the server for a year in case copies are required. They are then deleted. We will delete images once a course has finished if a customer requests. We also store some images on our main NTC computer drive.
- Images taken by visiting staff, course participants or our images shared with them are their responsibility.
- We occasionally need images for educational displays and marketing (both digitally on our web site, presentations and on paper) Our "Opt in" system makes this very clear. We will not use any images that we do not have permissions for unless there is no way of identifying an individual. We won't name any individual in an image.
- Individuals over the age of thirteen, or parents/ carers for those under this age, have the right to withdraw photographic permission. We will honour these requests.
- At the time this policy was written we have some older images on our displays and website for which permission was sought by our old "Opt out" system. We are gradually looking to replace these images, but if we are asked to remove individual images in the meantime then we will happily comply.
- Any images emailed to customers/ web site designers will be done via NTC secure email accounts only.
- We are aware that there are some older images stored within archived email. We are expecting to receive an upgrade to Microsoft 365 in the very near future. This system automatically deletes emails, and attached images, over six months old.
- Images will not be shared with any third party without consent.
- Course members / visiting staff must use phone cameras in line with their own school or organisation policy. We would strongly discourage the use of phones during activities and in centre bedrooms and changing facilities.
- Any concerns over photographic images and permissions need to be addressed to James Bumby, Head of Centre 015394 42816

15th April 2024