

Action, Leeds University Union

Photo and video guidelines

Introduction

Photographs are a nice souvenir for the projects and can be used successfully for marketing and publicity purposes. However, certain individuals may use photos illicitly. Because of risks posed to children and vulnerable adults both directly and indirectly in the publication of photographs, it is imperative all project coordinators are well-versed in these guidelines for taking and using photographs and videos.

Guidelines

1. **Consent:** You must obtain permission before filming or photographing a client on the project. For children, permission must be sought from the child's parent/guardian. Consent forms must provide information on the possible uses of the photo/video and enable them to opt in to allowing photos to be used for certain things and not others. Example consent forms can be found on the O Drive or you can get one from your Development Coordinator to whom you must hand in completed consent to store securely.
2. **Camera:** You must not take a personal camera with you on a project or take any photos of clients on your phones. You can only take photos/videos on the Action camera. Project coordinators are responsible for disseminating this information amongst volunteers and being vigilant regarding the use of cameras by volunteers.
3. **Storage:** Photos must be stored on the Union 'O Drive' and not on personal computers. Make sure you upload them in the office and delete them from the camera straight away. You must know the names of the individuals in the photo and save them so we can identify the project, the date and who is in the photo (and refer back to consent forms if needed). Create a project folder; save the photos with a name such as 'photo1'; make a Word document listing who is in that photo and save in the same folder.
4. **Facebook:** Only put photos on Facebook if you have explicit consent. If you have a society website, you may put them on this if you gain consent.
5. **Photos:** Please try not to take lots of photos as this makes it harder to track what photos we have, who is in them and is difficult to then meet data protection and confidentiality needs.
6. **Usage:** Double check you have consent to use the photos/videos from those in them. Please make a note what photos/videos you have used, where and for what purpose.

If you follow these guidelines, you are protecting service-users of your projects and yourselves and are demonstrating Action's commitment to good practice.