



## **Filming and photography Policy for St Peter's, Maney**

Sharing services online is an exciting opportunity for outreach, however, it must be balanced with continuing to provide a safe and secure environment for all. Some members of our community may not feel comfortable appearing in video, and for others it may compromise their safety. Safeguarding, GDPR and creating safe places are all key factors that need to be considered before any recordings are made.

This policy covers the taking of photos and videos during religious activities such as Church services, Eucharist, Christenings etc.

### **Consent**

It cannot be assumed that everyone is happy to be filmed as part of a service or event. Consequently, consent needs to be obtained in certain circumstances. NB: If no one will be identifiable during filming or photography then gaining consent is not necessary. However, if members of the congregation will be visible, for example when leading from the front of church, then the following must be implemented:

#### **Adults and young people over the age of 16**

Those appearing in film or photographs must give written consent, because attendance at a church service reveals religious belief, which is a special category data under GDPR. The consent form should specify exactly what aspects of the service will be filmed. A copy of the consent form can be found in the appendix.

During live streaming of the main service at St Peter's, those being recorded will be all of those in the Chancel for the period of 5 minutes before the start of worship until up to 5 minutes after the end of the service. At other services and events, it will be made clear which areas will be filmed or photographed.

Consent forms need only be completed once, but consent can be withdrawn at any time. Anyone new to the rotas must complete a form.

#### **Children 16 years and under**

Videos containing children may be used by the church if consent has been given by their parent or guardian, following the same guidelines as above. There may be additional filming and photography in services and events specifically aimed at families.

## **Withdrawal of Consent**

When someone withdraws their consent, all reasonable attempts will be made to delete videos or images of that person everywhere that it has been stored or published online/offline by the church. This is only a requirement where these images are of that individual only.

If someone who later withdraws consent appears in a group video (i.e. as a member of the congregation), it is unlikely that the video can be edited. The church may choose to remove the video completely, but discuss this with the individual who has withdrawn their consent to see if an alternative solution can be found. However, if the individual insists on removal, the church will comply.

Any individual has the right to withdraw consent, even when that consent has been given on behalf of an individual under the age of 13. Once an individual has reached this age they are required to give their own consent and they have the right to request erasure of any data relating to them which has been granted previously. The church should be prepared for this to happen and consider whether images or data relating to those individuals should be uploaded onto any platform which is publically accessible.

## **Communicate**

It will be made clear that filming will be taking place at every service. Clear directions as to what and who will be filmed, and where the film will be broadcast, will be given by displaying posters in the church.

## **Film free area**

The church, behind the location of the camera, will be a video/photo free zone. Consent from the congregation is therefore unnecessary. Consent for those who appear in any area in front of the camera, i.e. those in the Chancel, must be received in writing.

If anyone who is a part of leading worship does not wish to give consent to be filmed, alternative arrangements, where possible, will be made to enable them to be a part of worship. For example, reading off camera, or leading during a service where there is no recording happening.

## **Privacy notice**

A Privacy Notice will be displayed somewhere within the church building and on the website so that it can be read before the consent form is signed. A copy of this

is in the Appendix below.

### **Considerate filming**

Many members of the community may have given their consent to appear as part of the congregation during filming, however, consideration must be given to sensitive filming, ensuring that the camera does not focus on any single individual or group. The filming must also not interrupt or distract the act of worship.

Communion and personal prayers are times of particular privacy and intimacy. Individuals in the congregation may have given consent, however, may still not want to be the focus of filming at this time. The consent form will specify exactly which aspects of the service will be filmed to ensure informed consent.

When a camera is panning across the church building to follow a speaker, such as the vicar, care must be taken to who else will be visible in the frame, ensuring only those who have given consent are captured. If it is possible that individuals who have not given consent may be captured, the camera must be left fixed within the agreed filming area, even if this means the speaker is off-screen.

The camera must be positioned to face in the opposite direction to the photo free area so that those sitting within it are confident the camera won't accidentally pan across them. It's better to be overly cautious and show their privacy is being protected.

If using a pan-tilt-zoom camera which will capture the congregation, make sure the camera operator has been fully briefed on what to do, including showing them these guidelines.

### **Appendix**

Page 5: Photography and filming in St Peter's Church - Privacy Notice

Page 7: Photographing/Filming consent form for adults and young people aged 16 or over

Page 8: Photographing/Filming parental consent form for those under 16

## **Photography and filming in St Peter's Church - Privacy Notice**

This privacy notice is provided to explain what to expect when we collect and process your personal information in relation to photography and/ or filming and streaming of church services in accordance with the UK General Data Protection Regulation (UK-GDPR) and the Data Protection Act 2018.

1. The data controller is: Rev Becky Stephens

2. Personal information is collected for purposes of:

- Recording and uploading, or live-streaming services from our church, online, in order to reach out to those who are unable to attend in person, or who wish to participate in our services remotely; and
- Managing the media release forms in relation to the filming and streaming of church services on-line.

3. The categories of personal data we collect are:

- Image – We may capture your image whilst filming the church service.
- Name and contact details – we will record your name and contact details provided on the media release form.

We also process “special categories” of information that may include:

- Religious belief – By taking part in the service this may indicate religious belief.
- Archiving – certain services may be retained permanently for historic purposes.

4. We collect and use personal data using consent and explicit (written) consent.

By signing the Consent Form and the Media Release form, you are consenting to us using your data for the purposes set out above.

**You may withhold your consent by sitting in a “film free area” of the church before filming or photography starts. In a main Sunday service we will only be recording those leading worship, in the chancel.**

**In the filming areas, once live-streaming or filming has started, or group photographs have been taken, consent cannot be withdrawn because your data can't be permanently removed from the internet, nor can a group video or photograph be edited to remove your image.**

**If you are a regular attendee, your consent will be renewed every 3 years, but you can withdraw your consent at any time to being filmed in future services by contacting Rev Becky Stephens.**

**You may be asked to consent on behalf of children aged 16 years or under attending**

**with you. Please consider whether they would want their images to be uploaded to the internet.**

5. We will be sharing photographs and recorded or live-streamed services with the public, by uploading it Facebook, Twitter and/or YouTube.
6. This means your data may be stored outside the UK. Each platform has its own privacy policy which describes how your data is used and protected.
7. We will keep your data for up to 3 years, except for certain special services, which may be retained permanently for archival purposes.
8. You have the following rights regarding your personal data:
  - **Your right of access** - You have the right to ask us for copies of your personal information.
  - **Your right to withdraw consent** – You have the right to withdraw your consent
  - **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete\*.
  - **Your right to request erasure** - You have the right to ask us to erase your personal information in certain circumstances\*.
  - **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances\*.

\*The rights to withdraw consent, or request erasure or restrict processing are limited, i.e. once the data is uploaded online, we are no longer able to erase or restrict the processing of individual images. In addition, the right to rectification only applies to the processing of your name and contact details, it cannot apply to your image captured on film.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. You can exercise your rights by contacting us at the contact details below.

9. If you have any complaints or queries regarding this processing activity or wish to exercise your rights, please contact Rev Becky Stephens.

You have the right to make a complaint at any time to the Information Commissioner on 0303 123 1113 (local rate), or online at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

# PHOTOGRAPHING/FILMING PERMISSION AGREEMENT FOR ST PETER'S

In giving St Peter's Church permission for us to photograph and/or film you, you are helping to support the work of the Parish. Thank you.

Our policy is only to use the filmed material with care, respect and in a context appropriate with the aims and goals of St Peter's. The material used may be video or photographs taken during a service or activity at the church or in the church hall or grounds. The video and/or photographs may appear on our website, in the magazine, or on the church social media sites.

(Please note - During Sunday worship, anyone who enters the chancel between 5 minutes before the start of the service and up to 5 minutes after the blessing, will be on camera as part of our live streamed worship. This applies to everyone who is leading worship, serving, leading prayers, reading, playing the organ or singing in the choir.)

Name .....

Address:.....

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Telephone: .....

E mail address.....

**I hereby agree for myself to be filmed and/or photographed by St Peter's Church. Consent is hereby given for the material to be used by St Peter's as outlined above.**

**Signature:** .....

**Date:** .....

Please return this completed form to Becky Stephens. Thank you.

# PHOTOGRAPHING/FILMING PARENTAL PERMISSION AGREEMENT FOR ST PETER'S

In giving St Peter's Church permission for us to photograph and/or film your child you are helping to support the work of the Parish. Thank you.

Our policy is only to use the material with care, respect and in a context appropriate with the aims and goals of St Peter's. The material used may be video or photographs taken during a service or activity at the church or in the church hall or grounds. The video and/or photographs may appear on our website, in the magazine, or on the church social media sites.

Name of child/ren.....

Name of parent/guardian.....

Age of child: .....

Address:.....

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Telephone: .....

E mail address.....

**I hereby give permission for my child to be filmed and/or photographed by St Peter's Church. Consent is hereby given for the material to be used by St Peter's as outlined above.**

**Signature of parent/guardian:** .....

**Print name:** .....

**Date:** .....

Please return this completed form to Becky Stephens. Thank you.