



Photographic, Imagery and Filming Policy

Revision V4.0

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Manvers Waterfront Boat Club (MWBC) recognises that publicity and pictures / recordings of members / people enjoying sport are essential to celebrate achievements and to promote their sport and a healthy lifestyle. However, it is important to observe the following guidelines.

The key concerns regarding the use of images relate to:

- The possible identification of a person when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal websites.
- The taking of inappropriate photographs or recorded images.

Guidelines for Photographic / Recorded Images

- Ensure members / people, and in the case of children and young people the parents / guardians, have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts).
- The photograph or recording should focus on the activity rather than a particular person and personal details, which might make the person vulnerable, such as their exact address, should not be revealed.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions, however, care should be taken in the dissemination and storage of the material as required with GDPR.
- You should not use any images of a child, young person or vulnerable adult who is the subject of any court order or who has denied you their consent.
- Parents and spectators taking photographs/ recordings should be prepared to identify themselves if requested and state their purpose for photography/ filming.
- Images and video should be stored in accordance with the Club's data protection policy.
- Any instances of the use of inappropriate images should be reported to the Club, NGB and/or the Police.

Guidelines for Publishing Photographic/ Recorded Images

- If a photograph is used, consider whether it is appropriate to name the person? If so, personal details such as an email address, home address and telephone numbers should never be revealed on a website, in print, or on social media.
- Consideration should be given to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the Club. Apply an increased level of consideration to the images of children used on websites.