



***Media and Photography Policy
07-01-2024***



Introduction

Sharing photographs and videos of our activities can help us celebrate the successes and achievements of our members, provide a record of our activities and raise awareness of our club and Kendo.

This policy explains Southampton Kendo Club's policy for taking photographs, videos, recordings and other media at the club and surrounding activities. Restrictions in this policy must be followed by all members, visitors and guests.

We reserve the right to amend this policy from time to time without prior notice. You are advised to check our website regularly for any amendments www.southamptonkendo.co.uk.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Purpose

The purpose of this policy is to:

- Protect children and members who take part in Southampton Kendo Club's services, events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and members during our events and activities.
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of our members and Kendo.

Scope

This policy applies to all members, visitors and guests of Southampton Kendo Club.

This policy applies while on-site, both inside and outside the training hall, e.g. car parks and corridors, and also while at events associated with Southampton Kendo Club, e.g. competitions, seminars, gradings and social events.

This policy applies to all forms of media including, but not limited to, photography, videos, audio recordings and transcripts, regardless whether it is recorded or broadcast live.



Restrictions on Media and Recording

It is expected that photographs, videos and recordings made should be relevant in the context of the club or Kendo. They should also represent the club, Kendo, and the subjects in a positive light.

To this end, photographs, videos and audio recordings must **not**:

- Depict anyone identifiably who is under 18 years old. (you must obscure the face and name of any minors)
- Be made in any areas where privacy is expected, e.g. changing rooms or medical rooms.
- Depict anyone in a state of undress.
- Depict anyone in a state of distress.
- Depict injury, except when used for official purposes by the club.
- Be used to harass or cause distress to anyone.

Personal Use

All members, guests, and visitors wishing to make recordings for personal use must complete the declaration at the end of this document.

All members, guests, and visitors are free to take photographs and video recordings for personal use within the limits of what is reasonably expected, and complying with the restrictions set out above.

Personal use includes, for example, photos taken to celebrate an event shared with friends, or a recording of a grading to be analysed by your coaches later.

If you post photos or videos taken at an event to your private social media account, only viewable by friends or family, this is likely to fall within the definition of personal use. This means data protection law does not apply.

However, if you post photos or videos to a public account, viewable by an indefinite number of people, this is likely to go beyond personal use. In this instance, you will need to see the section "Official, Media and Other Uses".



Official, Media and Other Uses

Southampton Kendo Club may take photographs, videos and audio recordings for use in promotional material, our website and social media.

All members, guests, and visitors wishing to make recordings for non-personal use must obtain consent from the Dojo Leader and complete the declaration at the end of this document. Any media or recordings to be made public must be reviewed by the Dojo Leader before being published. Written consent will be provided to publish the recording.

This is to prevent recordings being made of anyone who has opted out, and to ensure the person recording is aware of the restrictions on media and recordings.

In rare circumstances, videos or photographs depicting an injury or the events leading up to an injury or incident may be kept by the club to help with our grievance and/or safeguarding processes. These will be held in accordance with our Data Protection Policy.

Consent and Opting Out

By default, we will assume you are happy to appear in media and recordings for use in promotional material, our website and social media.

If you do not wish to appear in these photographs or recordings, please opt out by contacting the Dojo Leader at info@southamptonkendo.co.uk

You may opt out at any time. Please be aware we may not be able to remove you from existing media, but we will prevent you being included in future media.

We appreciate there are a variety of reasons that someone may opt out of appearing in photographs and videos. There is no need to provide any reason for opting out.

No member will be excluded from any activities because they opt out.



Media and Photography Policy Declaration

Full Name: _____

Preferred Name: _____

Title: _____ Pronouns: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Email: _____

Declaration

I have read, understood and will abide by the *SKC Media and Photography Policy*.

If I have any doubts regarding recording and photography at the club, I will seek clarification from the Dojo Leader.

If I want to use any media or recording for non-personal use (including sharing publicly), I will seek approval from the Dojo Leader in each instance.

The information provided above is correct.

Signed*: _____ Date*: _____

Data will be held in accordance with the club's data protection policy.