

Baptist Union of Great Britain

Image sourcing and permissions policy

The Baptist Union of Great Britain (“BUGB” “we” “our”) uses images and video in our national communications. Images and video may be used in a press release, printed publicity, such as our Baptists Together magazine, published on our website (www.baptist.org.uk) and our social media pages.

In the course of our work, we may collect and process an individual’s personal data. An image or video of a living individual forms part of their personal data and is protected under data protection law. Images of a person should be treated in the same way as other personal data. BUGB has a Data Protection policy which sets out how we process personal data, which can be found at www.baptist.org.uk/gdpr.

Some people have very good reasons for not wanting their photograph published, which we will always respect. We will provide as much information as possible when taking pictures at gatherings or events, which will explain what the images will be used for and provide clear instructions as to what individuals may do if they do not wish their picture to be taken or used by us.

Images may also be provided to us by a third party for use in our national communications and we will ensure that we have the necessary consent and rights to use any such images.

We will take care to ensure that our staff and volunteers are made aware of this policy and the strict guidelines for processing personal data contained in images and video as set out below:

Images provided to us

For all images and video provided to us from third party organisations, which may include other charities, Regional Associations, BUGB member churches, other non-BUGB churches or individuals, we will ensure that we have explicit consent in writing to confirm that they:

- have permission and the necessary rights to share the image;
- have a written record of specific consent from any individuals featured in the image(s) to share the image(s) with BUGB for publication; and
- will inform us at any point in the future should anyone withdraw their consent to the retention and/or publication of their image(s) at any time.

Images taken by us

For all images and video that we take as the Baptist Union of Great Britain we will ensure that all possible participants have a clear understanding of our processes and are able to give or withdraw their consent at any point to the retention and/or publication of their image(s). We will ensure that we:

- always gain specific consent in writing when publishing images of named individuals (or of any children under 16);
- always seek to gain consent in writing when publishing images or video of clearly identifiable unnamed individuals;
- will retain a record of any consent; and
- upon any request from an individual to delete or remove their image(s) from our records and publications, where possible, we will immediately do so.

This includes using where appropriate the following individual consent form:

The Baptist Union of Great Britain ("BUGB") will be taking photos and video today. These images will be used by BUGB to share in our national communications. Images and video may be used in a related press release, printed publicity, published on our website and social media pages.

The original images will be stored securely and used in line with our data protection policy. For more information about how your personal data will be used by us, please visit www.baptist.org.uk/privacy.

If you would like to see your images or would like us to delete them at any time, please email Paul Hobson at phobson@baptist.org.uk.

I give my consent for my/my child's image to be taken and processed by BUGB in the manner and for the purpose(s) described above.

Signed

Print name

Date:

Where we use images taken by us of our employees and volunteers, we may process and publish these in line with our legitimate interest of promoting our charitable objectives and the work of BUGB. In all cases, we will weigh up our legitimate interests with the rights of the individuals concerned. If our use of an image poses a risk to the rights of the individual it may be more appropriate to obtain the individual's consent for the particular processing or publication so as to give the individual more control over how we use their image and personal data.

Where individual consent forms are not possible due to location or number of people involved, we will work with the venue to ensure people are asked on entry to the venue and/or at an appropriate opportunity. We will also have large posters displayed stating:

The Baptist Union of Great Britain ("BUGB") will be taking photos and video today. These images will be used by BUGB to share in their national communications. Images and video may be used in a related press release, printed publicity, published on their website and social media pages.

The original images will be stored securely and used in line with our data protection policy. For more information about how your personal data will be used by us, please visit www.baptist.org.uk/privacy.

If you do not want your image taking, please tell a member of the team.

If you would like to see your images, or would like us to delete them at any time, please email Paul Hobson at phobson@baptist.org.uk.

For images that are sourced from image banks, such as Shutterstock, we will follow the licensing requirements for each image including where appropriate providing a credit to the photographer or artist.

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Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Email: dataprotection@baptist.org.uk Website: www.baptist.org.uk

BUGB operates as a charitable incorporated organisation (CIO) with registered Charity Number: 1181392