

St Barnabas, Middlesbrough Photo and Video Policy

1. Purpose of Policy

The purpose of this photography and videography policy is to provide guidelines and expectations regarding the use of professional cameras, photography equipment, and video recording and streaming devices at St Barnabas, Middlesbrough. It aims to ensure the privacy, security, and respect of all individuals attending worship services, events, and activities held within any St Barnabas, Middlesbrough location or building.

St Barnabas Church processes personal data, including images and video, in accordance with the UK GDPR and the Data Protection Act 2018. The legal basis for processing may include legitimate interest, consent or legal obligation depending on the context. More details can be found in our Privacy Notice here: <https://st-barnabas.net/privacy-policy/>

2. Scope

2.1 Who does this apply to?

This policy applies to all volunteers and staff and external media groups / individuals engaged by St Barnabas Middlesbrough to record or photograph events.

2.2 Who is recording or taking photos on behalf of the church?

St Barnabas engages its own media staff and volunteers but may also choose to engage external organisations. Only approved staff or volunteers are permitted to capture images of children or vulnerable adults.

2.3 Why are we recording?

St Barnabas may capture and use photographs and recordings of services and events under the lawful basis of legitimate interest. Where individuals prefer not to be included, they may use designated no-photography zones or request removal after publication¹. This will primarily occur on the church website and social media, but may also include flyers, displays, brochures, informational displays, special video projects, press material etc. St Barnabas reserves the right to also provide copies of photographs and other recordings/digital media to visiting speakers, other churches and organisations (such as the Church of England) to be used promotionally or for press.

2.4 When and where are we filming or taking photographs?

St Barnabas, Middlesbrough reserves the right to take photographs and other recorded

¹ Any individual who objects to being photographed should notify a member of the staff team, or the photographer/videographer, immediately upon arrival. Any individual who sees themselves represented in a photo or recording online and would like it removed may follow the photo removal procedure outlined below.

media at gatherings, and any other St Barnabas related activity², in which no identifying information is presented (e.g. names, addresses etc.).

3. Guidelines

3.1 Permission for Church Photographers

Permission: Staff and Volunteers will obtain appropriate permission from church leadership or the Digital and Media team before using professional cameras, photography equipment, or recording devices within the church premises, including during worship services, events, and activities. St Barnabas reserves the right to take photographs, video broadcasts, and recordings at worship services, events, and all related activities. Individuals who do not give consent should sit in the 'No-Photography' zones. These will be clearly marked with appropriate signage.

3.2 Respect and Privacy

Staff and Volunteers will respect individuals' privacy and personal space within the church premise, (e.g. prayer ministry, reception of communion). Ensure that photography or videography does not disrupt or distract from the intended purpose of the event or service. They will stay clear of 'No-Photography' zones. Individuals have the right to decline being photographed or recorded and should be respected if they choose not to participate. They may do this by informing a member of the media team.

3.3 Sensitivity

Staff and Volunteers will exercise sensitivity when capturing images during worship services or other sensitive events. They will be mindful of the atmosphere and refrain from behaviour that could detract from the occasion.

3.4. Professional Conduct:

Staff and Volunteers will conduct themselves in a professional and respectful manner when engaging in photography or videography activities. They will adhere to ethical standards and avoid any behaviour that could be disruptive or disrespectful to others.

3.5 Streaming

All those who remain in or travel through the streaming zones may be present on stream. It is the responsibility of the parent/guardian of vulnerable people and children to ensure their child remains outside the streaming zone. Where a vulnerable person or child appears in the stream and the parent/guardian wishes for this to be removed, they should make a request to the Digital and Media Lead as soon as possible.

4. Minors and Vulnerable People

4.1 Minors

When children under the age of 18 are photographed or recorded visually, written consent of at least one parent/guardian is required. Children who are regularly at the front of church

² Church related activities, in addition to Sunday services and gatherings taking place on St Barnabas' property, includes activities at gatherings at other locations.

require parental consent to be part of the team including but not limited to: choir, band, actions team. This consent must be renewed annually. Children may also opt out of any photos themselves, regardless of parental consent.

4.2 Vulnerable People

Children and vulnerable people should not be captured on digital media, and images or videos of this group of people will not be used unless explicit written consent is given by the parent or guardian.

4.3 Identifying Information

Under no circumstances will any identifying information (first or last name, family members' names, email addresses, school information, etc) of anyone under 18 years of age or any vulnerable child or adult be included in or associated with any photographs or videos displayed, posted or published in any way.

All registration for events, programmes or groups for those or available to those who fall into these categories will contain a reference to this policy.

5. Requests for Media

5.1 Removal

Any individual who appears in a photo or video (or whose child appears in a photo/video) that has been posted online may request that it be removed for any reason, even if prior permission has been granted, with a written note or email to the Digital and Media Team (phil@st-barnabas.net).

However, St Barnabas Middlesbrough cannot be held responsible for any screenshots or copies taken of photographs by the public.

5.2 Requests from External Organisations

5.2.1. Request Procedure

Groups seeking to capture photographs or videos within the church premises for promotional or commercial purposes must submit a request to the church leadership or church office. The request should include the intended photography or videography session's purpose, date, time, and duration.

5.2.2. Approval Process

The church leadership or designated staff will review the request and determine its feasibility and alignment with the church's values and activities. The decision regarding approval or denial will be communicated to the requester in a timely manner. St Barnabas reserves the right to deny or revoke photography or videography requests at its discretion, especially if they conflict with the church's values or objectives.

5.2.3. Restrictions

Certain areas or events within the church premises may be restricted from photography or videography due to privacy, sensitivity, or copyright concerns. Respect any designated "No-Photography" zones or specific event restrictions.

6. Use of Captured Media

6.1. Ownership and Usage Rights

Unless otherwise specified, St Barnabas retains ownership and usage rights of any photographs or videos taken within or at any St Barnabas location or premises. This includes the right to use and publish the media for church-related purposes, such as promotion, archiving, social media, website content, and church publications. External speakers and partner organisations may reuse material with permission and must follow this policy.

6.2. Individual Privacy

St Barnabas respects the privacy of individuals and will handle captured media responsibly. Personal information, including names, contact details, or any other identifying information, should not be shared without explicit consent.

6.3. Social Media and Online Platforms

When sharing photographs or videos on social media or online platforms, ensure that they align with the church's values and positively represent St Barnabas. Be mindful of individual privacy and avoid sharing any content that could be considered inappropriate, offensive, or compromising.

7. Storage of Captured Media

7.1 Storage on Personal Devices

Where personal devices, such as digital cameras and phones, are used for photography and filming the media will be uploaded to the church system and removed from personal devices within 7 days.

7.1 Internal Organisation Storage

All media will be stored in secure folder of St Barnabas digital storage and will only be accessible to nominated St Barnabas team members.

7.2 External Backups

All media will be backed up to offsite cloud storage and will only be accessible to nominated St Barnabas team members.

7.3 Media Retention

Captured media will be retained according to our privacy policy following the St Barnabas Privacy Notice.

8. Digital and Team

8.1 Approved Photographers

Photographers will be approved by our Digital and Media lead at gatherings, will be assessed for suitability of the role, will be trained, and will abide by the visual production team guidelines.

8.2 Identification

All photographers will wear a media team lanyard to identify themselves.

8.3 Complaints

Any complaints for the team should be directed to our Digital and Media Lead.

9. Policy Changes

9.1 Changes

St Barnabas may make changes to this policy without public notice. It is recommended to review this and other church policies periodically.

10. Policy Awareness

10.1 Policy Visibility

This policy is available on our website and referenced in registration forms, signage in church and verbal announcements where appropriate.