

CASH's Photograph and Visual Media Disclaimer

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1. Using photographs and other visual media

We will take photographs and, on occasion, videos of our events and activities that take place in the Community Hub or in the surrounding area.

We may ask for you to send in photographs of events and activities that you or your family have participated in at the Hub or in the surrounding area, or historical images of the site.

We will use a selection of these photographs online, including on our website, Facebook, Twitter and Instagram feeds, and also in print both within the Hub and for promotional material. We will use visual media to celebrate events and activities that have taken place at the Hub and to encourage people to come along and visit us. We may use them in grant applications.

2. Attributing photographs and visual media

Please include your name (let us know if you don't want your name shared) and a bit of information about the photograph/video so we can, where possible, attribute it to you. If the photograph wasn't taken by you, please ensure that you have permission to use and share the photograph.

3. Protecting our Community

Photographs/videos where people can be identified come under our GDPR policy. This means that we have to explain why we are taking the photographs, and ensure that photographs are not taken without people's consent.

For photographs at events, we will display a notice helping people understand their rights (Appendix 1).

For photographs at activities, we will ask people to sign a consent form (Appendices 2a and 2b).

Any photographs/videos that you send us of children or vulnerable adults must have the permission from that child's/vulnerable adult's parent, guardian or carer (not grandparent, other relative or friend). If no legal guardian is present, then we cannot take photographs of a child or vulnerable adult.

If at any point, you wish us to remove or delete a photograph/video with you or a child / vulnerable adult in your care in it or a photograph/video that you have taken, then please email us at cashsta18@gmail.com. The photograph/video will be deleted within a reasonable amount of time.

4. Terms and conditions

If you submit an image/video, you do so in accordance with the CASH's terms and conditions. These are:

You agree to grant us a royalty-free, non-exclusive licence to publish and otherwise use the material in our digital media and in printed material. You would still own the ultimate copyright and we will endeavour to attribute the image/video to you, unless you tell us you don't want your name mentioned.

5. The Policy as a living document

This Policy will be reviewed at least every three years and, where appropriate, the Policy amended as necessary.

Appendix 1: Event signage for EVENTS

Cottonmill and Sopwell Hub will be taking photographs/videos at today's event. These images will be used to celebrate today's event and to promote our next event, and may be published in press releases, online (website, Facebook, Twitter or Instagram) and on promotional leaflets or posters. They may also be used as part of grant applications. These photos/videos will be stored securely under our GDPR policy and deleted within an appropriate length of time. If you or children / vulnerable adults in your care do not wish to be photographed/videoed or if you later see a photograph/video that you wish us to delete, then please email the Committee on cashsta18@gmail.com or talk to one of the Committee at the event.

Appendix 2a: Consent form for child(ren) and vulnerable adults for ACTIVITIES

Cottonmill and Sopwell Hub take pictures/videos at our activities to use in publicity. Photographs/videos we take are kept securely and once we no longer need the images for publicity purposes, we will delete them at our data review. You can ask to see a copy of images/videos we hold of your child(ren) or vulnerable adults in your care or ask for them to be deleted at any time by emailing us at cashsta18@gmail.com.

Please sign below to show that you give us consent to photograph/video your child(ren) or an adult in your care and use the images/videos as described above:

Name of person in your care: _____
Name of parent/guardian: _____
Signature: _____
Date: _____

Appendix 2b: Consent form (general) for ACTIVITIES

Cottonmill and Sopwell Hub take pictures/videos of people at our activities to use in publicity. Photographs/videos we take are kept securely and once we no longer need the images for publicity purposes, we will delete them at our data review. You can ask to see a copy of images/videos we hold of you or ask for them to be deleted at any time by emailing us at cashsta18@gmail.com.

Please sign below to show that you give us consent to photograph/video you and use the images as described above:

Your name: _____
Signature: _____
Date: _____