The use of members Images Policy for Heddington Amateur Dramatic Society

1. Policy Statement

This policy for the use of members images aims to:

- Ensure only people who have given consent are photographed.
- Ensure the use of Members Images in no way compromises the safety, Health or mental well being of members
- Ensure good practice in the use of members images is followed
- Set out clear guidelines for the safe usage of members images
- Show how permission from relevant people will be sought

2. Introduction

Where this policy uses “images” this covers all forms of photography and video recording.

Through this policy we aim to respect people’s and parents’ rights of privacy and minimise the risks to which people can be exposed to through the misuse of images.

3. Consent

By default we will not take, or allow to be taken, images of members. Only if permission it granted on the Application form, or in writing to the Secretary shall we allow images of members to be taken. The Secretary shall maintain a register of all members, which will include if members have given permission of not.

During rehearsals the performances are sometimes recorded, by HADS members, for training and review. If there is anyone captured on that video who has not given consent then that video must not be distributed within HADS, and must be permanently deleted once the review has taken place.

4. Events

No photography by members of the public will be permitted. When tickets are sold it will be made clear to the purchaser that no photography is allowed, signs will also be posted in the event venue re-iterating this policy.

5. Image Protection

We will not use images of identifiable individuals for publicity purposes without the consent of either the individual themselves or, in the case of junior members, their parent, guardian or carer.

If consent is granted to use images, we will ensure that it is clear why we are using a member’s Image, what we are using it for, and who might want to look at the pictures.. An example of this could be where The Society gives permission for existing, past images, to be used in local

publications such as community magazines or calendars. It is the member/parent/guardian's responsibility to advise the Secretary, in writing, of a change to permission.

We acknowledge that parents or family members should be allowed to take images of their children taking part. As these images are for personal use they are exempt from the Data Protection Act. We advise that any images taken will not be used inappropriately.

People taking these images are to ensure that no other people are in the image.

Any people taking images on behalf of the Society must be ensure the images are stored securely, not distributed without written permission and only used for HADS promotional uses.

6. Child Protection

The Society will only take and use images of children in suitable dress.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the society's Child Protection designated officer, Social Services and/or the police as appropriate.

7. Websites

HADS will adopt the same principles as outlined above when publishing images on the HADS website as we would for any other kind of publication or publicity material. The society recognises that there is a greater risk of misuse of images, via the internet as there is no control over who may view them.

8. External photographers and events

If the society invites or permits an external photographer to take photographs of a production, we will:

- Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour.
- Ensure that the photographer has identification
- Let members know that a photographer will be in attendance at an event
- Not allow unsupervised access to children, vulnerable people, or one-to-one photo sessions at events.
- Make photographers aware of this policy

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Approved on behalf of the committee by the Chair.

Signed: Jackie Williams

Date: 9.2.2026