

DKN GymnastiX



TAKING, STORING AND USING IMAGES/VIDEOS OF STUDENTS POLICY

SEPTEMBER 2024

INTRODUCTION

This Policy is intended to provide information to students and their parents/guardians about how images of students are normally used by DKN GymnastiX club. It also covers the Club's approach to the use of cameras and filming equipment at club events and on the premises by parents/guardians and students themselves, and the media.

General points to be aware of:

- 1) Certain uses of images are necessary for the ordinary running of the Club; other uses are in the legitimate interests of the Club and its community and unlikely to cause any negative impact on children. The Club is entitled to process such images/videos and take decisions about how to use them, subject to any reasonable objections raised.
- 2) Parents/guardians who accept a place for their child at the Club are invited to indicate agreement to the Club using images/videos of child/children as set out in this policy, by signing the Club agreement. If additional consent is required for a specific image/video parents/guardians and/or the student will be approached to sign a consent form for that image, however, parents should be aware of the fact that certain uses of their child's images may be necessary or unavoidable (for example if they are included incidentally in CCTV or a photograph).
- 3) Any parent who wishes to limit the use of images/videos of a student for whom they are responsible should contact club officer writing - email: dkngymnastix@gmail.com



The Club will respect the wishes of parents/guardians (and indeed students themselves) wherever reasonably possible, and in accordance with this policy.

- 4) Parents/guardians should be aware that, from around the age of 13 and upwards, the law recognises students' own rights to have a say in how their personal information is used – including images.

USE OF STUDENT IMAGES/VIDEOS IN CLUB PUBLICATIONS

- 1) Unless the relevant student or parent/guardian has requested otherwise, the Club will use images/videos of its students to keep the Club community updated on the activities of the Club, and for marketing and promotional purposes, including:
 - on internal displays , on digital and conventional notice boards within the Club premises;
 - in communications with the Club community (parents, students, staff, Governors) including by email, and by post;
 - on the Club's website and, where appropriate, via the Club's social media channels, eg Twitter, Instagram and Facebook.
 - in the Club's printed marketing materials, in online, press and other external marketing for the Club.
- 2) The images/videos will predominantly be taken by the Club's staff , or a professional photographer used for marketing and promotional purposes, or occasionally students. The Club will only use images/videos of students in appropriate clothing and the images will be stored securely and centrally.

USE OF STUDENT IMAGES FOR IDENTIFICATION AND SECURITY

- 1) CCTV is in use on premises, and will sometimes capture images of students. Images captured on the CCTV system are used in accordance with the Privacy Policy and CCTV Policy.

SECURITY OF STUDENT IMAGES/VIDEOS

- 1) The Club takes appropriate technical and organisational security measures to ensure that images/videos of students held by the Club are kept securely, and protected from loss or misuse. The Club will take reasonable steps to ensure that members of staff only have access to images/videos of students held by the club where it is necessary for them to do so.
- 2) All staff are given guidance on the Club's Policy on Taking, Storing and Using Images/Videos of Students, and on the importance of ensuring that images/videos of students are made and used responsibly, only for club purposes, and in accordance with club policies and the law.



USE OF CAMERAS AND FILMING EQUIPMENT BY PARENTS/GUARDIANS AND STUDENTS

- 1) Not post any remarks, images/videos that are improper, insulting or could be disparaging or embarrassing to the Club, its staff, volunteers, Gymnasts or other gymnastics clubs on any social media platform
- 2) All students are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member staff.
- 3) The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by students in a manner that may offend or cause upset.

