

DIOCESAN GUIDANCE ON OBTAINING PERMISSION FOR MEDIA IMAGES OF CHILDREN INVOLVED IN CHURCH RELATED ACTIVITIES

[July 2011]

DIOCESAN POLICY

- **Written consent should always be obtained from the parent and child where photographs are used, in order to comply with legal requirements laid out in Schedule 3 of the 1998 Data Protection Act. This states that one of the required conditions for processing sensitive data is that the subject has given his/her explicit consent to the processing of personal data.**

The **consent** of parents/carers (and children of appropriate age) should be sought before any media images (photographs/videotape/film) are taken, using the consent form in the Safeguarding Children policy document (Resource K). In the case of First Communion or Confirmation, where children are prepared in school, parental permission for any media images should be obtained by the school. This may be done by the teacher or, by agreement, by the Parish Safeguarding Representative.

Photographs should only be taken by an **authorised** person who has a suitable reason related to the child or school or parish. In the case of First Communion and Confirmation ceremonies, parents should be informed, in advance, that photography is not permitted in the Church until the ceremony is over.

The **press** should be informed of this policy beforehand. It is not illegal to take photographs at a public event, even if asked not to do so but, if an event is private, then one can insist that the policy is followed.

Mobile phone cameras are easily used without the subject being aware. Their use should be discouraged; however, the spread of this technology does make this difficult. You may choose to ban the use of mobile phone cameras but this is difficult to enforce.

A photograph should not allow an unauthorised person to **identify** a child or their whereabouts. If the full name of a child is used, there should be no photograph; if a photograph is being used the full name should not be given.