



Hack the Holidays

Photography Policy

Introduction

Hack the Holidays welcomes publicity and promotion however, photographs must be used in a responsible way. We need to respect children's and parents' rights of privacy and be aware of potential child protection issues. Hack the Holidays are committed to minimising risk by following the guidelines detailed in this document and by securing consent for the use of photographs.

This policy applies to the use of photographs in publicity materials:

- On our website
- On video
- On livestreams
- On social media
- In the press

This policy reflects the consensus of opinion of the staff and volunteers of Hack the Holidays. Its implementation is the responsibility of all staff and volunteers. Press and attendees will be made aware of this policy.

For the purpose of this document, a child is defined as anyone who has not yet reached their 18th birthday.

Child Protection

There may be a risk when children can be identified in photographs. For that reason, we have developed this policy to make every effort to minimise risk.

In the event of the inappropriate use of children's photographs the child safety officer, Marc Scott, will inform Social Services and/or the Police.

Data Protection Act 1998

Photographs and video images of attendees, volunteers and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for publicity purposes requires the consent of either the individual concerned or in the case of their legal guardians.

Hack the Holidays will not display images of attendees or staff on websites, in publications or in a public place without such consent.

Where photographs are taken at our hackathons, this is regarded as a public area so it is not necessary to get permission of everyone in a crowd shot. The Data Protection Act does not apply to photographs or films taken for personal use by family and friends.

Appropriate Use of Images in Our Publicity Materials

The staff and volunteers of Hack the Holidays will:

- ensure that images are stored securely and used only by those authorised to do so
- ensure that electronic images are stored on a secure network to which members of the public have no access
- not use an image of any child who is subject to a court order
- secure consent for the use of children's photographs from the child/their parent
- ensure that those in the image are appropriately dressed – a minimum of a vest/shirt and shorts
- ensure children's full names and other personal information will not be included with photographs published

The Press

The use of photographs in newspapers and magazines is already subject to strict guidelines. The Press Complaints Commission's Code of Practice states that:

- Journalists must not interview or photograph a child under the age of 16 on subjects involving the welfare of the child in the absence of or without the consent of a parent or other adult who is responsible for the children.
- Children must not be approached or photographed while at our events without our permission.
- There is no breach of the Data Protection Act 1998 in passing on a child's name to a journalist as long as parental consent has been secured.

Hack the Holidays will provide names of children to accompany photographs published in newspapers and magazines only if the parent or guardian (for under 16s) or the child (16 and over) have provided their consent.

Hack the Holidays does not approve photography sessions outside of our events.

Photographers must wear badges at all times and will not be allowed unsupervised access to any children.

Filming/Livestreaming Events

The presentations for our event are recorded and livestreamed. If you have any objection to this, it should be addressed to child safety officer, Marc Scott.

Parents may take photographs and videos of their children and crowd shots at our events. Any objections to this policy should be addressed to Marc Scott.

If children or parents have any concerns about inappropriate or intrusive photography, they should report them to Marc Scott. who would report them in the same manner as any other child protection concern.

Consent

The organisers of Hack the Holidays will seek the consent of attendees and the parents/guardians of those under 16 or are part of a vulnerable group, as listed in the Safeguarding Vulnerable Groups Act 2006 s.47, regarding the use of photographs of children. The consent will include agreement on:

- How and where the photographs will be used

Under 16s must bring a completed photography consent form in order to appear in photographs and films.

Conditions Of Use

- This form is valid for the period of time your child attends the event and the time after
- We may reuse the images after the end of the event.
- Hack the Holidays will not use the personal details of anyone in a photographic image, on video, on our website, on our social media, or in any of our other publications. This excludes names which will be only be disclosed with explicit consent.
- If we use photographs of individual children, we will not use the name of that child in any accompanying text or caption without explicit consent.
- If we use the full name of a child in text, we will not use a photograph of that child to accompany the article.
- We may use group or crowd photographs or footage with very general labels, such as 'everyone is busy working on their projects'.
- We will only use images of attendees who are suitable dressed.
- Parents, guardians and attendees should note that the images and footage may be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

If you give permission for a child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story
- It is likely that they will wish to publish the child's name and age in the caption for the picture (possible exceptions to this are large group photographs)
- It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.

Monitoring and Review

Our policy and practice are reviewed by the organisers before and after every hackathon.

Last reviewed: 18th September 2016