



Southern Ski Club for the Disabled

SSCD Club Photography and Filming Policy Statement.

Southern Ski Club for the Disabled (The Club) acknowledges the potential risks associated with the taking of photographs and images - for example the sharing of photographs and images on social media or other online platforms.

SSCD will always seek to keep children and vulnerable adults safe by:

- Asking for written consent before taking and using an image.
- Ensuring that everyone is aware of the potential associated risks.
- Taking all reasonable steps to remove the image from public view should consent be withdrawn.
- Only using first names.
- Never publishing personal information.
- Only using images that positively reflect the activity being undertaken.
- Avoiding images that could be open to interpretation or misuse.
- Only taking images of children and vulnerable adults when dressed in appropriate clothing.

Storage of images:

- All images will be stored in accordance with data protection law.
- Access to images will be controlled.
 - Hard copies will be stored in a locked drawer, with restricted access.
 - Electronic images will be stored in a protected folder with restricted access.
- Images will not be stored on unencrypted personal equipment such as laptops, memory sticks, and mobile phones.

- Everyone will be made aware of how images are stored, for how long, and for what purpose, when signing consent to photography and filming.
- Everyone will be made aware of how access to images and their associated information is controlled when signing consent to photography and filming.
- Business devices will be used where possible, but where not practicable personal devices may be subject to reasonable spot checks to monitor compliance.
- Personal devices must not be set to automatically store to the cloud.
- Images will be deleted after use if deemed no longer required.

Photography and filming for personal or professional use:

- Expectations are made clear regarding consent and the use of personal devices.
 - Guidance and reminders to be shared at the time of membership renewal.
- Professional photographers will be engaged as per the Club's Safer Recruitment Policy Statement.
 - A clear brief will be provided about appropriate content and behaviour.
 - Identification will be worn at all times.
 - Written consent will be obtained for all images.
 - There will be no unsupervised access to children or vulnerable adults.
 - Anyone who has not provided written consent will be easily identified.
 - Acknowledging it may not be possible to obtain written consent for wide-angled images.
 - SSCD will ensure the following details are provided to them:
 - The name and address/organisation of the person taking the images.
 - The reason for taking the images.

- What the images will be used for.
- A signed declaration that the information given is valid and that the images taken will only be used for the reasons given.
 - This information to be verified by SSCD.

Concerns:

- If someone unknown and without permission is seen taking images they will be asked to leave.
 - Safeguarding procedures may then be followed.
- If images are taken that raise a safeguarding concern it must be reported to the Club's CWO and SSE safeguarding lead.
 - The police may then be informed.