

Millennium Farm Trust

GN12 Photography Policy and Procedures

Next review date Feb 2025



Version Control

Version number	Date of changes	Who	Review summary
02	March 2018	T Freathy	Redraft for code of practice
03	April 2021	T Freathy	Scheduled review: Minor revisions to form layout in light of practice
	Feb 2023	T Freathy	Scheduled review. No changes

Photography policy and procedure

1. Purpose

Millennium Farm Trust recognises that the need to ensure the safety and welfare of vulnerable adults is of paramount importance. This policy and procedure is aimed at ensuring that the vulnerable adults attending Depden Care Farm (farm helpers) are treated with respect. In accordance with our safeguarding policy we will not arrange for photographs, video or other images of farm helpers to be taken without their consent or the consent of their parents or support workers, if more appropriate. This policy respects the Children Act 1989, Data Protection Act 1988 and Human Rights Act 1998. It also acknowledges that it is an offence under the Malicious Communications Act 1988, section 1 to distribute images with intent to cause distress and/or anxiety.

The majority of occasions when people take photographs of children and vulnerable adults are valid and do not provide any cause for concern. Unfortunately there are occasions when this is not the case and these are some of the risks associated with photographing children or vulnerable adults:

- The collection and passing on of images which may be misused
- The identification of individual children/ vulnerable adults to facilitate abuse
- The identification of children/ adults in vulnerable circumstances

2. Persons affected

- All staff, paid and unpaid, this includes volunteers
- All service users
- All visitors and contractors

3. Policy and Procedure

- a) Consent and permission

Explicit written consent of the individual/ parents/carers will be sought before any photographs are taken, 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 data subject has given his explicit consent to the processing of personal data.

b) Reason and purpose

Photographs for Millennium Farm Trust activities will only be taken by an authorised person, with the agreement of Depden Care Farm Director obtained in advance. The intended use of the images e.g. website, annual report etc will be made clear at the time the consent is sought.

c) Appropriateness of images

No images to be taken of people which capture them in what are commonly understood as non public activities like toileting or changing clothes. Images involving groups should be about the activity, not the individual.

d) Identification of subjects

Any photograph should not allow an unauthorised person to identify a person or their whereabouts. If using a full name we will have no photograph, if using a photograph we will not use a full name or avoid naming them completely. Personal e-mail, telephone or fax numbers will not be disclosed.

e) Photography at events

In the case of publicity photographs the “press” will be informed of our policies before they arrive. “Official” Photographer’s will be given a badge indicating their official capacity at the event. This must be worn at the event at all times.

If support workers, parents or other spectators are intending to photograph or video at an event, they will also be made aware of our policy. They should also be asked to make themselves known to a designated member of staff (or the event organiser to record their intention and name).

Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official and recorded in the same manner as any other safeguarding concern.

The event organiser should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.

NB

It is not illegal to take photographs at a public event even if asked not to do so, but if our event is private then we can insist that our own policy is followed. Images will not be stored in personal computers.

f) g. Use of Mobile phones

Mobile phones are easily used for taking and distributing unauthorised images and we will discourage their use if appropriate to do so. Authorised people may take images on mobile phones, but transferred to the appropriate storage device and deleted as soon possible and within 24 hours.

g) h. Storage of images

Images will be stored for five years from the date of event and will only be used for the specific purpose consent has been obtained for. Consent will automatically expire after this time. Images will not be re-used after this time. Images will stored in dated folders which will be deleted after 5 years, unless explicit permission is sought from the farm helper / support worker for a further 5 years.

h) i. Storage of Consent Form

The original consent form will be stored in the farm helper’s personal file.

The Millennium Farm Trust

Photography and Filming Consent Form



NAME:

Millennium Farm Trust would like your permission to take photographs of you /the person you support /your child* for promotional and/or publicity purposes. These images may appear in any promotional or publicity materials produced by Millennium Farm Trust, including our website.

(*please delete as appropriate)

Millennium Farm Trust recognises that the need to ensure the safety and welfare of vulnerable people is of paramount importance. This form is part of our commitment to ensuring that farm helpers at Depden Care Farm are treated with respect.

To comply with the Data Protection Act 1998, we need your permission before we take any images of you or those you support for promotional purposes. Please read the conditions overleaf, answer the questions below, then sign and date the form.

Permission for the reproduction and use of images

I agree to my image being captured by: Still photography ☐ Moving image (digital video) ☐

I agree to my image being retained for use: ☐

I agree to the use of my image for the following purposes:

MFT Newsletter	☐	MFT Exhibition	☐	MFT Posters	☐
MFT Information Leaflet	☐	MFT Press Release	☐	MFT Website	☐
MFT Facebook page	☐	All of the Above	☐		

Please select the boxes below if there are any restrictions:

Only distant group photos ☐

No close up action photos ☐

Only where unidentifiable ☐

Other: please state:

Signature:

Date:.....

Conditions of use

1. This form is valid for five years from the date of signing. The consent will automatically expire after this time.
2. Millennium Farm Trust will not re-use any images after this time without reapplying for your permission.
3. Millennium Farm Trust will not include details or full names (which means first name and surname) of any individual in an image on our website, or in printed promotional or publicity materials.
4. We will not include personal email or postal addresses, or telephone or fax numbers on the Millennium Farm Trust website or in printed promotional or publicity materials.
5. If Millennium Farm Trust uses any images of individuals it will not use the name of that individual in the accompanying text or photo caption. However, Millennium Farm Trust does not accept any responsibility if you are recognised from the image by members of the public.
6. We may use group or with very general labels, such as 'A group pick apples' or 'The team weeding the vegetables' etc.
7. We will only use images of people who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. None of the photographs taken will be used to illustrate sensitive articles, i.e. drugs and child abuse.
9. All photographs taken shall remain the property of Millennium Farm Trust
10. Copyright of all photographs remains with the photographer.

Please note that websites can be viewed throughout the world, not just the United Kingdom where UK law applies.