



Adel Tennis Club

Est. 1929

ADEL TENNIS CLUB PHOTOGRAPHY AND FILMING POLICY

Adel Tennis Club (ATC) strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the Adel Tennis Club policy for the capture and use of photographic, video or other images by Adel Tennis Club (ATC).

The purpose of this policy is to:

- protect children who take part in ATC services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken during our events and activities
- ensure that we operate in line with the law when creating, using and sharing images

This policy applies to all staff, coaches, volunteers, members and other adults associated with ATC.

Adel Tennis Club is keen to promote positive images of individuals playing tennis and is not preventing the use of photographic or videoing equipment. However, please be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage.

ATC recognise that:

- children and their parents/guardians have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when the children and their parents/guardians understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online

We will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or guardian before taking and using a child's image
- if consent is withdrawn, we will take reasonable steps to remove the photos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.
- only using first names of children, unless:
 - it's considered necessary – such as for elite /high profile young players
 - it's in the child's best interests
 - the child and parent have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks)

- never publishing personal information about children
- making sure children, their parents and guardians understand how images will be securely stored and for how long (including how we will control access to the images and their associated information)
- only using images of children in appropriate clothing
- avoiding images and camera angles that may be more prone to misinterpretation or misuse than others
- using images that positively reflect young people's involvement in the activity

For specific ATC Competitions or Tournaments, no photography or filming shall be permitted except in the following circumstances:

- 1) the images are captured with the express permission of:
 - a) the relevant player(s); or
 - b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent or legal guardian of the relevant player(s);
- 2) the photographer or videographer has notified ATC before the start of the activity, and has obtained the relevant permissions (from parent or legal guardians if under 18).

For the avoidance of doubt the following is not permitted:

- Photographic equipment with lenses of more than 300mm when extended is not permitted other than for use by ATC approved photographers or videographers.
- The capture of images for commercial gain in any circumstances.

Images captured by a parent/legal guardian or close family member for personal use are acceptable; however this should not be with photographic equipment with lenses of more than 300mm when extended.

Where any player, their parent or a coach requests to film their match for video analysis purposes, the following must be adhered to:

- 1) the images are captured with the express permission of:
 - a) the relevant player(s); or
 - b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and

ATC IMAGE AND VIDEO CONTENT

All individuals featured in photographs or film captured on ATC tennis courts or at ATC events must be:

- Appropriately dressed with clothing covering their torso from their neck to their thighs (e.g. a



- t-shirt and shorts or skirt). Images of individuals in a state of undress, such as whilst they are changing before or after a match should not be captured or shared in any circumstance;
- Featured with people engaging in tennis;
 - In groups with other children or adults where possible; and
 - Representative of diversity across tennis with regard to age, gender, ethnicity and disability.

Whilst ATC coaches are permitted to use video equipment as a legitimate coaching aid, this type of image capture will be with the consent of players and parents/guardians. Such video usage would be a part of the coaching programme and any such material will be stored securely and deleted, or destroyed when requested or no longer needed.

Photography and/or filming for personal use

When children, parents/guardians or spectators are taking photographs or filming at our events and the images are for personal use, we:

- remind parents/carers and children that they need to give consent for ATC to take and use images of children
- request photos taken during the event not to be shared on social media unless consent from children and their parents/guardians has been obtained before sharing photographs and videos that include them
- recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- request that full names of individuals are not used or 'tagged', nor any other detailed information shared
- remind children, parents and family members that they can contact the Club Welfare Officer, if they have any concerns about images being shared

ATC reserves the right to ask for photographs or film to be deleted and/or removed from internet sites or social media platforms.

DATA PROTECTION

Under applicable data protection legislation, including the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018, individuals have a right to object to their images being processed. Depending on the circumstance, consent from the individual or their parent/guardian should be obtained before capturing, sharing or publishing images where an individual is identifiable. Whilst it is not always possible to avoid a specific image being captured, where an individual does object to their image being captured, attempts should be made to avoid photographing that individual and images of them should be deleted on request. In addition, as with all personal data, images and footage should be processed in accordance with the applicable data protection principles, other relevant legislation and guidance.

CONTACT

If you have any questions on these guidelines or their implementation, please contact welfare.adeltennis@gmail.com



PHOTOGRAPHY AND FILMING CONSENT FORM

This consent form is intended to capture consent for imagery and video of children. The wording can be amended as needed to capture consent for imagery and video of adults.

Name of club:	Adel Tennis Club
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In accordance with our photography and filming policy we will not permit photographs, video or other images of children (anyone under 18) to be taken without the consent of the child and their parent or carer.

Adel Tennis Club will take all steps to ensure these images or video are used solely for the purposes they are intended which are as follows :

- within the club for display purposes
- within other printed publications
- on the club website
- on the club social media pages
- only using the first names of children, unless specifically requested below

If you become aware that these images are being used inappropriately you should inform an ATC Committee member or Welfare Officer (Chris Hitchen) immediately.

To be completed by parent and child:

I give permission for (tick to confirm consent)

- my child's photograph to be used within the club for display purposes
- my child's photograph to be used within other printed publications
- my child's photograph to be used on the club website
- my child to be videoed for use on the club website
- my child's photograph to be used on the club social media pages
- my child to be videoed for use on the club social media pages
- my child's full name to be provided on the basis that it's necessary in the context of their role as an elite/high profile player OR it is in the child's best interests because (enter justification)

For the duration of [enter period of time]

To be completed by parent and child:

I understand (tick to confirm consent):

- and will comply with the ATC photography and filming policy
- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation and how long for



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- that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- that at many events, the club and others may reasonably wish to take wide angle or general photos during or at specific points in the event
- that I must gain permission before sharing photographs/videos of other people's children on social media

Print name of parent:	
Signature:	
Date:	