



Henleaze Lawn Tennis Club Ltd

Photography and Filming (Recording) Policy

This is a new policy document since Henleaze Lawn Tennis Club became incorporated on 28 October 2020. The Club became known as Henleaze Lawn Tennis Club Ltd and is based at Tennesse Grove, Bristol, BS6 7XH. In this document the Club is referred to as HLTC Ltd. This Photography and Filming (Recording) Policy will be reviewed at least once every two years, in line with the Lawn Tennis Association Guidelines, or earlier if legislative changes require it.

This policy will be available on the Club website for all existing and new members and should be read in conjunction with the following policies:

- Anti-bullying
- Changing Rooms Use
- Code of Conduct
- Communication and Social Media
- Complaints
- Diversity and Inclusion
- Photographic and Filming (Recording)
- Safeguarding Policy
- Safeguarding Code of Behaviour

The Directors of HLTC are responsible for ensuring that this policy is kept up to date. The Management Committee is responsible for ensuring that the policy is followed by all those attending the Club

This document was approved by the Directors and the Management Committee in March 2021 in full consultation with the Welfare Officer.

Photography and Filming (Recording) Policy

1. Policy statement

HLTC Ltd is committed to prioritising the well-being of all children and adults at risk promoting safeguarding in our club at all times, including all programmes and events we run. This document sets out the policy of HLTC Ltd for the capture and use of photographic, video or other images at the tennis competitions and tournaments run by HLTC Ltd or in which HLTC Ltd is a participant. For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms.

Together with the LTA, HLTC Ltd 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. Please also refer to the LTA's Policy on the use of photographic, video or other images at tennis competitions and tournaments by or on behalf of the LTA: <https://www.lta.org.uk/globalassets/about-lta/safeguarding/lta-photography-policy-final.pdf>

2. Use of terminology

1. Photography – This includes any mechanism or equipment where individuals have their pictures taken including mobile phones and applications which can capture/transfer images such as Instagram and WhatsApp.
2. Filming – This includes the use of video and live streaming platforms as well as cameras and phones or other devices which enable images to be captured and or recorded.
3. Live Streaming. This includes any social media platform which allows the live recording or streaming of images through the internet such as Zoom, Skype etc.

3. Scope

This Policy is applicable to all, Directors, Committee Members, Coaches and Members and

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Last Updated: 09.03.21 Next Review: 09. 03.2023 (or earlier if there is a change in legislation)

Visitors. In this document the term '**Visitor**' means any person with access rights to the Club, including Coaches, Guests, Members, Parents, Pay and Play participants, Participants in Coaching Courses and Visiting teams.

It is in line with national legislation and applicable across the UK. It is also relevant when considering the behaviour of other members of the public who may interact with those playing at HLTC including neighbours of the courts and those who access the public right of way/footpath which leads to the courts. Coaches and those supporting coaches should also refer to the LTA safeguarding guidance for Livestreaming activities.

4. Official Photography

Professional photography or filming at HLTC Ltd for commercial gain is prohibited. Photography or filming shall only be permitted on site at HLTC Ltd in the following circumstances:

4.1 The images are captured with the express permission of the relevant player/s or 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 and

4.2 The Club Committee has approved, in writing, the use of a professional photographer/videographer.

4.3 The photographer is a designated member of the event team and is clearly identified as such.

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

5. Video Analysis

Where any player, their parent or a coach requests the filming of a match or practice session or part of a session for video analysis purposes, the following must be adhered to: The images are captured with the express permission of:

5.1 The player and or parent

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5.2 Any player or member who wishes to opt out of photography must be allowed to do so.

5.3 Images which are captured as a coaching aid will be stored securely and deleted or destroyed when no longer needed or when requested

6. Image and Video Content. All individuals featured in photographs or film captured must be:

6.1 Appropriately dressed including clothing covering their torso from their neck to their thighs (eg 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 must not be captured or shared in any circumstances.

6.2 Featured with people engaging in tennis;

6.3 In groups with other children or adults where possible; and

6.4 Representative of the group and where relevant diversity across tennis with regard to age, gender, ethnicity and disability.

When publishing images in publicity material online, in print and/or on social media appropriate consideration must be given to the selection of images used. Consent in writing must be obtained in advance from the individual, or their parent or guardian for those under 18 years of age. The full name of an individual featured should and any other detailed personal information should not be used. See consent and emergency contact form it.

<https://www.lta.org.uk/globalassets/about-lta/safeguarding/consent-and-emergency-contact-form-2.docx?>

7 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

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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.