

PHOTOGRAPHY AND FILMING CONSENT FORM

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

In accordance with our club photography and filming policy we will not permit photographs, video or other image media of children (anyone under 18) to be taken without the consent of the child and their parent or carer. Storrington Tennis Club will take all reasonable steps to ensure that any images or video are used solely for the intended purposes, those being:

- for display purposes and to promote the junior section within public areas of the clubhouse
- for use within any club printed publications
- for use on the club's website
- for use on the club's social media pages

If you become aware that any photography or video imagery are being used inappropriately you should inform the club welfare officer immediately (contact details are on the welfare office poster on the clubhouse notice board or the safeguarding section of the club website).

Risks of sharing images online

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/venue uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image.

Keep children safe by

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view.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 the child and parent/carers 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 carers understand how images will be securely stored and for how long
- reducing the risk of images being copied and used inappropriately by:

- only using images of children in appropriate clothing
- avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused
- using images that positively reflect children's involvement in the activity
- wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such images. In these circumstances, we will make clear to all participants and parents that these kinds of images may be taken, and for what purposes.

Photography and/or filming for personal use

- photographs/videos captured by a parent or carer (or another adult with the express permission of the parent or carer) of a child is permitted
- we recommend that you check the privacy settings of your social media account to understand who else may be able to view photographs/videos you publish or share
- talk to one of the event organisers if you have any concerns about photographs/videos being shared

Official or professional photographers

- a professional photographer/videographer will wear identification at all times
- we will inform children and parents/carers that a photographer/videographer will be at the event and ensure they have given written consent to any close up photographs/videos of their child
- we will inform the photographer/videographer how to identify, and avoid taking photographs/videos of children without the required parental consent
- the photographer/videographer will only be permitted to take photographs in generally accessible areas of the clubhouse, around the courts and public spectator areas. Photography/filming is explicitly prohibited in the toilets and the designated changing room areas
- the photographer/videographer will not have unsupervised access to children

Personal devices and storing of images

- the club, coaches, volunteers and any professional photographers may use personal devices for photography and filming solely for the intended purposes and observing the club's photography and filming policy
- photographs and videos must be stored securely and in accordance with data protection law
- where images are captured and stored using a personal device, the device and the image storage location must be encrypted, and the device locked with a secure password, and/or two factor authentication, and/or biometric/fingerprint protection

Name of club	Storrington Tennis Club
Purpose of the photography and filming consent	<i>To be complete for the club purpose/activity/event</i>
Is professional photography taking place at this event	<i>Delete as appropriate</i> YES / NO

To be completed by parent/carer and child:

I give permission to (tick to confirm consent) Storrington Tennis Club for my child's imagery/video to be used by the club for the intended purposes:

- ☐ for display purposes and to promote the junior section within public areas of the clubhouse
- ☐ for use within any club printed publications
- ☐ for use on the club's website
- ☐ for use on the club's social media pages
- ☐ for use on matthewstenniscoaching.com website
- ☐ for use on matthewstenniscoaching social media pages
- ☐ for technical development the coach may also take videos of myself or my child or children during coaching sessions to help with player development
- ☐ for wide-angle and general images of the event, the site, award ceremonies, and similar
- ☐ for a club professional photographer to take close up photographs/videos of my child

I give permission for the club to retain the photography or video media:

- ☐ For an unlimited period as part of the club's media archive (this is the default), or
- ☐ For no more than three years

To be completed by parent/carer and child:

I understand (tick to confirm consent):

- ☐ and will comply with the club's 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
- ☐ 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 will reasonably wish to take wide angle, general photos during or at specific points in the event
- ☐ that I must gain permission before sharing photographs or videos of other people's children on social media

Print name of parent/carer:	
Signature:	
Date:	