

RSN photography and other media policy

July 2018

This policy explains why we take photos and make videos/audio recordings, how we use and store them, and addresses other questions you may have.

RSN uses photos and other media such as videos and audio recordings to promote the work we do. Photos and other media are a helpful way of enabling our supporters to engage with our work and understand its impact.

We want to ensure that people are happy to be photographed, videoed or recorded and understand how the images, videos and recordings will be used. We recognise that people may have their own reasons for not wanting themselves to be photographed, videoed or recorded and we are committed to respecting this.

Photographs and other media such as videos and audio recordings in which individuals can be identified can be seen as personal data, and must be collected, stored and used in line with data protection principles. This policy should therefore be read alongside our broader [Privacy Policy](#).

1. “Why do we take photos?”

There is a strong body of evidence which shows that images and videos are powerful tools in fundraising and on social media. Photos and videos of young people, volunteers, staff and supporters help us communicate the difference our work makes and raise support for it.

RSN uses these photos, videos and audio recordings in a range of ways, including:

- on our website
- on social media
- to make greetings cards
- in leaflets and posters for our work
- in funding applications and reports
- in external publications/articles about our work
- in presentations and training sessions

2. “What steps do you put in place to protect my privacy and keep me safe?”

If we take photos or make videos or audio recordings of you, here’s what we will do to keep you and your images, videos and recordings safe:

2.1 We only use images/recordings with your permission.

Before taking photos, videos or audio recordings of you, we will tell you (if you are over 18) and also an appropriate adult (if you are under 18) about our plans. We will tell you (and/or the appropriate adult) when the images or recordings will be taken, what RSN will be use them for and how long we will use them. We will also tell you how to inform us if you change your mind about our using your image, video or recording.

After we explain the above, we will ask you to confirm you understand what we have told you and to give your consent. If you are under 18, in line with our safeguarding processes, we will also need consent from an appropriate adult (such as a parent, foster carer or social worker). You (and the appropriate adult, if necessary) will be asked to fill out a consent form.

To keep you safe, images are never accompanied by other personal information, such as names, schools, identifying activities or ages. If we need to make an exception to this, we would seek explicit consent.

2.2 We will tell you if we are taking images or recordings at public events

Sometimes we take photos, videos or audio recordings at events, such as fundraisers or report launches. In these cases, we will let all attendees know that photographs will be taken and/or videos/recordings will be made. We will give people an opportunity to opt out of having a photo taken.

If we host an event where children or young people are present, we will explain our photography and other media policy to any professional photographers, the press or other guests. If any child or young person does not want their photograph taken or shared on social media, we will make this clear to all present.

2.3 We will inform our photographers and videographers about our approach to media and ensuring your privacy

If we arrange for images or recordings to be taken, we will tell the photographer our expectations of them in relation to safeguarding. Photographers will never have unsupervised access to children or young people and we will not approve photography sessions at anyone's home.

2.4 We will keep your images and/or recordings safe

We put processes in place to ensure that your photos, videos and audio recordings are kept safe and, when appropriate, disposed of securely. We will not sell your photos, videos or recordings to a third party.

3. “Who owns the photos you have of me?”

If RSN commissions any images or recordings, RSN will own them.

We ask any people taking images or recordings on behalf of RSN to agree that RSN owns the copyright of those images or recordings. Owning the copyright means that RSN can control the use of your photos and recordings.

If the photographer is an RSN employee, and the photos are taken as part of their job, the copyright belongs to us unless there is an agreement to the contrary.

4. “How can I change my mind?”

If you change your mind about us using your photo, video or audio recording, you can let us know any time. Please contact privacy@refugeesupportnetwork.org

5. “How can I complain?”

If you have any concerns or complaints about how we are using your photo, video or recording, please contact privacy@refugeesupportnetwork.org.