



PHOTOGRAPHY POLICY

South Durham Gymnastics
 Spennymoor Leisure Centre
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 Spennymoor
 Co.Durham
 DL16 6DB

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REVIEW PERIOD	REVIEW DATE	SIGNED
Issue Date	December 2020	Melissa Spence – Development Manager
Review Date	December 2021	Melissa Spence – Development Manager
Review Date	April 2023	Melissa Spence – Development Manager

The photography of gymnastics activity should always be done in a way which safeguards gymnasts, respects rights to privacy, complies with the relevant Data Protection legislation, and serves to present the sport positively.

This policy outlines South Durham Gymnastics' (SDG) approach to photography of gymnastics within the Club.

- Before taking any photographs or video footage, consideration is made to ensure the safeguarding of all gymnasts as well as compliance with applicable Data Protection law;
- Every member of SDG is provided with the option to provide/not provide consent for photos/videos to be taken and published by the Club. This data is held against each member's individual account with the Club; and every member has the right to change their mind at any point;
- Before taking any photos/videos on behalf of the Club, SDG ensures that those individuals who will feature in the images are fully informed in advance – and relevant consents gained;
- Unless an individual is a person of public interest (e.g., an elite gymnast) no personal information of children, other than the name of the subject and the name of the Club, is published with the images;
- The editing of images and video is commonplace, and whilst some editing is acceptable (e.g., to improve the brightness of an image), images are not edited in such a way as to cause embarrassment or distress to the subject or others;
- Significant care is taken to ensure that images are not published where there is a legal or safeguarding reason not to;
- Images taken by the Club are stored on encrypted devices and are frequently reviewed and deleted in accordance with the Club's **Privacy & Data Protection Policy**;
- To minimise the risk of photographs being used inappropriately, the SDG staff responsible for creating/upkeeping the Club website and social media feeds regularly monitor the content to ensure that both the content and captions are appropriate;
- Live streaming of images or video is not permitted at SDG.

The taking of photos/videos from the Club's viewing gallery throughout sessions is strictly prohibited. Further details in relation to this can be found in the Club's **Viewing Policy**.

Suggested Review Date: After significant changes, or biennially

Reviewed By:	Melissa Spence
Date:	8/12/2021
Comments:	No policy / legislation updates Amended Policy Review – to move to biennially, as opposed to annually
Next Suggested Review Date:	December 2023

Reviewed By:	Melissa Spence
Date:	05/04/2023
Comments:	No policy / legislation updates Hyperlinks to policies removed to avoid inaccuracies
Next Suggested Review Date:	April 2025

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