Parish Policy on Photographs and Live Streaming

Parish of Bengeo (Holy Trinity with Christ Church and St. Leonard)
in the Church of England Diocese of St Albans

The Parish of Bengeo is committed to adhering to the Data Protection Act 2018, Copyright regulations and all Safeguarding Measures laid out by the Church of England concerning photographs taken at church activities and live streaming of services and events.

Live streaming is via one fixed camera on the balcony of the ringing chamber which can change its view according to the operator. This can be a wide shot of the church, a view of the clergy, or the east window. The choir, organ, worship band, readers and those offering communion can also be in view.

Areas of the church away from the camera view are the chairs and pews in the rear half of the church and the north aisle.

We commit to:

- Display details of any service or event where photographs or live streaming will take place by clearly displayed notices and/or verbal communication prior to entry and/or an announcement at the beginning of the service.
- Identify areas which are image free for those who do not wish to have their image taken.
- Obtain
    - written or verbal consent from those whose image will appear.
    - written consent in respect of children:
        - Parental consent of children under 13 years.
        - Parental and the child's consent of those aged 13-16 years.
        - Young person's consent of those aged 17 years, informing parents where possible.
- Images will only be used for the purposes for which they were taken and never passed to third parties without permission, eg. local news items.

We currently live stream the main weekly parish service which starts at 10am. The 9am service will always be a non-streamed service available for those who wish to keep their image private.

The weekly live-streamed service will usually be retained for one week and then replaced by the following weekly service. Other celebratory services, such as Easter, Christmas or other special services, will usually be retained for one month. We will only use platforms which are secure.

Photographs of children should only be taken by their parents concerned, solely for private use and not for public display such as Facebook, unless specific permission has been granted. Church officials retain the right to check photographs are taken for an appropriate reason and those that are not, removed or destroyed, prior to leaving Church.

Photographs taken on behalf of the church will be taken by a nominated photographer.

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All consent forms will be securely stored. Adult consent forms will be valid for 3 years. Details of those who have left the church will be destroyed. Consent forms will be available at the entrance of the church for those who are attending for the first time.

Images taken at large group, outside events, such as church fetes will be considered taken in a public place and therefore consent is not required. However, the spirit of this policy will be adhered to.

In publishing pictures of children, we will follow the following guidelines,

- Pictures will not be accompanied by their identity.
- If a child is identified a picture will not be published.
- Details of full names, addresses or e-mails will not be published.
- Close up portraits will not be published.
- Any work or input by a child will not identify them. An introduction such as prayers by the children or prayers by 'John' will suffice.
- Images of children inappropriately dressed will not be published.

Close up pictures of those attending the service at prayer or participating at Holy Communion should not be taken. It is assumed that all ministers participating in public worship have consented to their image being shown.

With regards to copyright, we will only use those forms authorised by the Church of England or where the appropriate consent has been obtained, eg. music copyright.

The Church Wardens, or nominated deputy, will be responsible to oversee all streamed services and those taking photographs. A record must be kept of any untoward incident or complaint. Any breach of this policy must be reported to the Parish Safeguarding Officer.

A sample image consent form for children and adults is shown below.

Signed by:

The Reverend Robert Thompson

Diana Howarth, Churchwarden

Anne Sentance, Parish Safeguarding Officer

This policy was approved at the Parochial Church Council on 30th January 2025.

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Parish of Bengeo

Image Consent Form

Children aged 17 years and under

Occasionally we take photographs of the children at our church. We may use these images in our church magazine or other printed publications that we produce, in displays and on our website. We also live-stream certain services or events which we retain for a set time as shown in our Photographs and Live Streaming Policy.

To comply with the Data Protection Act 2018, we need your permission before we can take photographs or make recordings of your child. The following are the conditions of use:

- This form is valid for the period your child attends this church. Images of your child will not be used after this time. Please notify us in writing if you wish to withdraw consent at any time.
- The images we take of all activities will show the church and children in a positive light. Embarrassing or distressing images will not be used.
- We may use group images with general labels, such as 'Junior Church.'
- We will only use images of children who are suitably dressed.
- We will make every effort to ensure that we do not allow images of children for whom we do not have permission or who are vulnerable in any way
- We will take all reasonable measures to ensure images are used solely for their originally intended purposes.

To give consent please complete and sign below

Name of child (in full) _____ D.O.B. _____

Parent's signature _____ Child 17 years signature _____

Parent's Name (printed) _____ Date _____

Adults

I agree for my image to be included in live streaming and church photographs in line with the Parish of Bengeo Church Policy which I understand is valid for 3 years.

Name (Print) _____

Signature _____ Date _____

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