



3rd South Shields Sea Scout Group

Photographs, Video and Audio Policy

Forward

This policy sets out to address the requirements of GDPR 2018, and the concerns about the risks to children and young people when their images are taken, stored and used.

This policy is written in line with Scout Association Guidelines, and fulfills the requirements of the Group. This policy will help to protect leaders, helpers, and members whilst allowing for content to be created to promote Scouting.

1. Why we take images.

- We take images to showcase Scouting allowing for increased engagement with our members, potential members, and donors.
- Some images will be retained as a historical record of the Group.

2. How we take, use, and manage images.

- Images for the Group will only be taken by leaders and group helpers following Disclosure and Barring Service clearance and appropriate training.
- We will
 - Avoid using both the name and the photograph of a young person in a printed publication, social media or on a website.
 - Seek parental permission via OSM Consents see appendix 1.
 - Only allow photographs to be taken of suitably dressed subjects and in appropriate situations
 - Follow the Scout Association Code of Behaviour “Young People First” at all times.
- The group has a password protected storage cloud that allows us to store images securely.
- Access to the password protected storage cloud will only be provided to leaders and group helpers following Disclosure and Barring Service clearance and appropriate training.
- The password will comply with Scout Association Guidelines.
- There is a yearly ‘album’ for each section to upload images. Within this images will be stored by date and event when practicable.
- When images are taken they are uploaded to the password protected storage cloud and then deleted from the device and any personal storage as soon practicable.
- Only a few quality images of each meeting, activity or event will be uploaded and stored to the password protected storage cloud before being deleted from the device and any personal storage as soon practicable
- All images will undergo review by the Group Leadership Team. Some images will be retained and archived as a historical record of the Group and/or deleted as appropriate.

- Images may be uploaded, by designated administrators, to the Group's Facebook page. Images can then be uploaded to the password protected storage cloud before being deleted from the device and any personal storage as soon practicable.
- Images may be uploaded, by the Group's web site manager to the public pages of the Group's website.
- Images of meetings or events may be uploaded, by the Group's web site manager, to a password protected on-line gallery on the Group's website. These images may be made available to attending members/parents e.g. Thurston gallery made available to Thurston attendees/parents.

Should you require any further information please contact the Group Scout Leader at GSL@3rdscouts.org