**Taking, Storing and Using Images of Pupils Policy**

Authorised by resolution of the Comittee Date Reviewed Spring 2022 – (Version 2-0-0)

**This Policy**

 At Manydown Tennis, we are an open and inclusive community that is very proud of all of the achievements of all of our players in their Tennis, academic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome. This Policy is intended to provide information to members and visitors, carers or guardians (referred to in this policy as "players") about how images of pupils are normally used by the club. It also covers the club’s approach to the use of cameras and filming equipment at events and on club premises by both the media and adults and players themselves.

**Information about Images**

Certain uses of images are necessary for the day to day operation of the club coaching and events; other uses are in the legitimate interests of the club and its community and care is taken not to cause any negative impact on children or adults. The Club is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised.

• We hope players will feel able to support the club in using images to celebrate the achievements of players in areas such as Tournaments, playing sport, community service and social success; to promote the work of the club; and for important administrative purposes such as identification and security.

 • Any Player or parent who wishes to limit the use of images of a pupil for whom they are responsible should contact Admin@manydowntennis.co.uk The club will respect the wishes of parents/carers (and indeed players themselves) wherever reasonably possible, and in accordance with this policy.

• Parents should be aware that, from around the age of 12 and upwards, the law recognises pupils' own rights to have a say in how their personal information is used – including images.

**Use of Players Images in club Publications**

Unless the relevant pupil or their parent has requested otherwise, the club will use images (including clips of moving images) of its players to keep the club community updated on the activities of the club, and for marketing and promotional purposes, including:

• on internal displays and digital and conventional notice boards within the clubs premises;

 • in communications with the clubs community including by email, or by post;

• on the Club’s website and, where appropriate, via the club’s social media channels, e.g. Twitter, Instagram and Facebook. Such images would not normally be accompanied by the players full name without permission; and

• in the clubs prospectus, and in online, press and other external advertisements for the club. Such external advertising would not normally include the players name and in some circumstances, the club will seek the parent or pupil's specific consent, depending on the nature of the image or the use.

The source of these images will predominantly be from members of staff (who are subject to rules about how and when to take such images), or a professional photographer used for marketing and promotional purposes, or occasionally players.

**Use of Images for Identification and Security**

CCTV is in use on school premises, and will sometimes capture images of pupils. Images captured on the CCTV system are used in accordance with the Privacy Notice and the CCTV Policy.

 **Use of Pupil Images in the Media**

Where practicably possible, the club will notify players or parents (as appropriate to the age of the player) in advance when the media is expected to attend an event or activity in which players are participating, and we will make every reasonable effort to ensure that any player whose parent or carer has refused permission for images of that player to be made in these circumstances, are not photographed or filmed by the media, nor such images provided for media purposes. The media sometimes asks for the names of players to go alongside images, and these will be provided where parents have been informed about the media's visit and either parent or player has consented as appropriate.

**Security of Player Images**

 Professional photographers and the media are accompanied at all times by a member of staff when on club premises. The club uses only reputable professional photographers and makes every effort to ensure that any images of players are held by them securely, responsibly and in accordance with the club’s instructions.

The club takes appropriate technical and organisational security measures to ensure that images of players held by the club are kept securely on club systems, and protected from loss or misuse. Members of staff will ensure that players are dressed appropriately and engaged in appropriate activities. The club will take reasonable steps to ensure that members of staff only have access to images of pupils held by the club where it is necessary for them to do so.

All staff are given guidance on the club’s policy on Taking, Storing and Using Images of players, and on the importance of ensuring that images are made and used responsibly, only for club purposes, and in accordance with club policies and the law.

 **Use of Cameras and Filming Equipment (including mobile phones) by Parents**

 Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in club events, subject to the following guidelines, which the club expects all parents to follow:

• When an event is held indoors, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for all members or players on court and the comfort of others. Flash photography can disturb others on the court, or even cause distress for those with medical conditions; the club therefore asks that it is not used at indoor events without permission.

• Parents are asked not to take photographs of other players, except incidentally as part of a group shot, without the prior agreement of that players parents.

• Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other players should not be made accessible to others via the internet (for example on Facebook), or published in any other way.

• Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some events. The club will always display a reminder of events where issues of copyright apply.

**Use of Cameras and Filming Equipment by Pupils**

 All players are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of staff.

The use of cameras or filming equipment (including on mobile devices) by players without permission or supervision by a member of staff is not allowed. Any photography or filming equipment should not be used by players or parents in a manner that may offend or cause upset.

The misuse of images, cameras or filming equipment in a way that breaches this policy, or the club’s Anti-Bullying Policy, or Child Protection (Safeguarding) Policy & Safeguarding Guidance is always taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

**Date Change History March 2022 Policy drafted**