

Policy U/H 008 Data Protection Policy

Appendix 2.

Statement on the use of images – photographs and videos

Introduction

Like most charities, we use photographs and, occasionally, videos of our members to illustrate our activities and achievements, both internally and externally. We hope you will be happy to be included in such photos and videos. Rather than seek permission from our 700+ members, we will inform all our new and existing members via our enrolment forms, newsletter and website, that they may, from time to time, be included in photos and videos. It is up to individuals to decide NOT to be included in such images. This can be done by removing yourself before the photo is taken, by bowing your head or covering your face so you cannot be identified. We expect group leaders and event organisers to give everyone to be included in the photo/video the chance to opt out if they wish. Most of the images we take will be of groups with no intention of identifying or naming specific individuals. If we wish to take a photo or video of a specific member, or wish to name individuals in the image, we will always seek permission for its intended use(s) before doing so.

Reasons we might want to take photos or record a short video, and the ways in which such images may be used, are listed below.

Reasons photos and/or videos of our members might be used:

1. To increase awareness of our u3a within the local community
2. To attract new members
3. To demonstrate the diversity of activities within our u3a to existing members
4. To celebrate success and individual achievements
5. To record significant events
6. To enhance the user experience when visiting our website or reading our newsletter
7. To record the history of our u3a

Ways in which photographs and/or videos of our members might be used:

1. In our newsletter, which is published monthly, circulated electronically to members, and available in paper form for our members without internet access.
2. On our website
3. In the local press
4. On display boards at local events
5. In the Third Age Trust magazine, Third Age Matters.
6. In presentations to local clubs, businesses and organisations

If you have any queries, please contact the Data Protection Officer or Secretary

secretary@uphollandu3a.org