

Photo & Video Safeguarding Policy



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Purpose of this policy statement

- safeguard everyone who participates in Harwich Runners events in any capacity, specifically where photographs and videos may be taken.
- set out the overarching safeguarding principles that guide our approach to photographs/videos being taken in any capacity and how these are stored, published and deleted afterwards.
- ensure that we operate in line with the relevant laws to the specific event location when creating, using and sharing images.

This policy statement applies to everyone associated with Harwich Runners.

This policy applies to photographs or videos taken and shared by anyone connected to Harwich Runners and includes those taken of all participants, including volunteers, and those spectating.

This policy should be considered in conjunction with the Harwich Runners adopted Safeguarding Policy Statement, Social Media Policy*, and Privacy Notice.

When referring to photography or photographs the policy includes any format of capturing an image of an individual including videos, still images, or slideshows.

Use of photography principles

Safe

We have a responsibility to promote the welfare of everyone who participates in Harwich runners in any capacity, and to take, share and use images safely. Individuals have a right to object to their images being taken, to request deletion of images and how these images may be used, regardless of any protected characteristics. We will seek to keep people safe by:

- During the pre-event briefing someone from within Harwich Runners will inform participants if there is a photographer, identify who they are, and inform them that they can alert a member of Harwich runners or the photographer if they do not wish for their (or their children's) photos to be taken or used on social media.
- Removing photos from event social media on request as per the individual's Right to Object, within a reasonable timeframe.
- Processing and deleting photos safely (see below for further details)

Always Positive

Images that are published or shared should positively reflect people's involvement in the event and should always come from the perspective of celebrating participation as opposed to shaming people or making fun of them.

Please also ensure that photos shared are consistent with the event procedures and policies - for example not sharing photos of children being carried on shoulders or young children appearing to be volunteering alone. This helps to minimise confusion or conflicting messages to participants.

Inclusive

Wherever possible, photographs should represent the broad range of participants at an event and include people from as wide a range of backgrounds as possible. Please be mindful when publishing photos of the potential of included messaging or images that might cause offence.

Legal Framework

By taking and publishing photographs Harwich Runners are exercising its rights to freedom of expression and the rights of the public to receive information, and recording its interest in creating and archiving a historical record of Harwich runners events by taking and retaining photographs which also have an indefinite period of promotional value, which are also 'legitimate interests'.

We understand that unlike some organisations, due to the way our events are delivered, it is not possible to obtain written consent for photography at our events. Participants are informed via the Harwich Runners Privacy Policy at registration of photography at events and are informed of this Photography Policy.

In addition, events take place in public places therefore there may be occasions where members of the public are taking photos at events and whilst we would encourage teams to report any concerns regarding members of the public this is generally not against the law. We would encourage people to act in a respectful manner and respond positively to requests not to take photographs.

Whilst this policy sets out the procedures and guidance for photography/videos at Harwich Runners events, it should be remembered that all our procedures and guidance are organisational processes and not legal processes.

Right To Object

Under data protection legislation, individuals have the right to object to their images being processed. Whilst it is not always possible to avoid a specific image being captured, where someone does object then reasonable attempts should be made to avoid photographing that individual, and all identified images of them should be deleted on request at the earliest possible opportunity, unless there appears to be a reason why the image should be retained under data protection or other laws or duties.

All objections for the processing of images should be responded to as soon as possible. If raised at an event level, the team should delete the image(s) as soon as possible and inform Event HQ via an incident report by email.

If, as an individual, you do not wish to be photographed or have photos of you published, you should speak with the event organiser (run director) on the morning of the event so that they are aware and can liaise with the photographer.

Processing Of Photos

The Event Organiser (run director) on the day of the event should make the photographer aware that they should send the photos to the event team as soon as is reasonably possible following the event for publication on the team's channels. It is good practice for the photographer to delete all photos from their own personal devices and storage as soon as is reasonably possible.

Official race photography ambassadors must follow all protocol and will store their photographs on an official account as an official record for future use.

Publication Of Event Images

Images captured at events may be published on: that event's social media feeds; that event's website; shared on official race organiser's social media feeds; shared on official social media feeds; websites; in digital or printed press; as part of official race merchandise; on official race partners websites, social media feeds and materials.

It should be noted that any images posted on social media etc may be shared more widely by those who view them.

When publishing photographs of events it is important to consider the following:

Identity

- In some cases it is particularly important to protect an individual's identity; such as where someone might be employed as a social worker or where a child may need protection. As such, it is critical that event teams are mindful of, and sensitive to, such situations.
- Full names should never be used when presenting images of children, and further care should be taken when children may be wearing clothing (such as school uniform) which could aid identification. First names may be used.

Appropriate Clothing

- Under no circumstances should images be captured or shared of individuals in a state of undress, such as whilst they are changing before or after the event.
- Furthermore, where images of children are concerned, additional care should be taken that they are not clothed in a way that could cause them embarrassment, lead to bullying, or result in other inappropriate actions. This includes not publishing photos of children who are choosing to run without a top on.

Those who have taken the role of photographer should not publish photographs they have taken for Harwich Runners on their own social media/website.

Harwich Runners does not give permission for photographers to sell images taken at events or use them to promote their own commercial business.

Photos For Personal Use

We understand that individuals who are not an official photographer may want to take photos for their own records, including social media. We would ask that individuals are courteous in doing this and respect the privacy of others - for example not including photos of children they do not know on their own social media without permission, and not taking photos of those who specifically request this or deleting photos if asked.

In addition, people in the area and not participating in event might take photographs of those taking part. It is worth noting that as events are set in open, public spaces, and it is not illegal to take photographs of others in a public space. Whilst we can request that an individual stops taking photos/deletes photos, it is not something our event teams can enforce.

Should an individual persistently take unwanted photos of others, and refuse to stop/delete said photos when asked – or if you have any concerns that an individual is taking photos for nefarious reasons – please report this to the race Organiser (run director) on the day, who can take advice from the Safeguarding Team. Should you ever feel that you, or any other runner, is in immediate danger, please inform the event organiser (Run Director) on the day, and contact local law enforcement agencies

Photos At Events

If you are representing Harwich Runners at any setting outside of an event you should follow any relevant safeguarding or photography policies of that organisation as well as the policy as above.