

[INSERT TEAM NAME] Photography and Filming Policy

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Introduction

This Photography and Filming Policy has been produced by [INSERT TEAM NAME] to outline and consider our responsibilities in relation to photography and filming at Team events.

[INSERT TEAM NAME]'s Aims

As a Team, our priority is the safeguarding and welfare of our children, young people and adults at risk, with a particular focus on our legal responsibility to protect the privacy of those involved in motorsport.

Photography can often be part of the enjoyment of our sport – it enables families and spectators to celebrate and share their success and participation in the sport. It would be impossible to prevent photography at every event – Motorsport UK do not advocate this. However, [INSERT TEAM NAME] will ensure that appropriate guidelines and boundaries are in place to reduce safeguarding risks.

We aim to strike the right balance to allow photos and videos to be shared and celebrated whilst also maintaining privacy of our participants.

[INSERT TEAM NAME] aim to:

- Safeguard children, young people and adults at risk when participating in motorsport events by preventing unwanted images being taken and/or shared publicly
- Ensure we have the correct protocol in place to protect our members and staff from having their images captured and/or distributed



- Generate appropriate responses and processes for handling the capturing and distribution of images, ensuring they are consistent and compliant with legal requirements

Why is this Policy necessary?

Taking, storing and using images of an individual can pose several risks to the individual and the Team; this can include Safeguarding and Data Protection risks listed below:

- Vulnerability to grooming via identifiable information, for example driver number, team or name
- Ability to trace children and young people who have been removed from a person's life for safety reasons, for example adoption, domestic abuse situations or other child protection orders
- Images shared online will stay with the child forever – this could affect them in later life
- Images of a child can be downloaded and shared online. This allows them to be adapted to include inappropriate content, relating to child abuse
- Breach of data protection legislation

Minimising Risk

[INSERT TEAM NAME] endeavors to reduce the risk to members of our community via the following means:

1. Image Capture

- Aim to capture the activity happening rather than specific individuals
- Images should always be taken in appropriate locations – for example, not in changing rooms or other areas where children may be in state of undress
- Posters must be displayed around the Team hosted events to inform attendees that images may be taken
- [Consent forms](#) distributed and stored securely
- Ensure any hired professional photographers are accredited, briefed of your policy and identifiable throughout the day

2. Image Sharing

- Always ensure children are appropriately dressed in photos that will be shared – for example wearing safety equipment



- Do not share images with specifics that allow children to be identified – for example bib number or full name

3. **Storing Images**

- Images that specifically identify children must be stored securely, for a set amount of time and only with the consent of the child and their guardian
- Both physical and digital images must be stored securely

4. **Safeguarding Considerations**

- **[INSERT TEAM NAME]** allow photography and filming at events, but please adhere to the following guidelines:
 - Spectators are encouraged to take photographs at events of the activities, rather than specific individuals
 - Images identifying drivers under the age of 18 must not be posted online or on social media without parental/guardian consent
- All concerns regarding photography and film etiquette can be reported to the Team Manager or another member of Staff.
- All Team staff will be made aware of the Team's policy on Photography and Filming and will be made aware of the implications – for example, Staff should not take photographs on personal devices
- Where consent has not been given by a child, **[INSERT TEAM NAME]** will make photographers aware of this. No child will be prevented from competing due to absence of photographic consent

[INSERT TEAM NAME]'s Position on Photography and Filming

[INSERT TEAM NAME] understand the potential risk of harm that photography and filming can cause, as well as the positive impacts of its use for Team promotion.

All Team Staff are bound by this Policy and as a Team we have plans in place to mitigate the potential risks to our children, young people and adults at risk.

Storage of Images and Videos

At **[INSERT TEAM NAME]**, we store images securely, both physical copies and online. Access is limited to authorized personnel only, and we ensure that all images comply with data protection regulations, including GDPR.



Consent

Before images or videos are captured of our children and young people participating for our Team, [INSERT TEAM NAME] will always gain the consent of their parent or guardian. This will be completed via a consent form, which will in turn be securely stored.

No child or young person shall be refused participation in our Team based on non-consent to image or video capture. [INSERT TEAM NAME] take withheld consent seriously, understanding that there are multiple reasons as to why this may be. In the case of an individual withholding consent to be photographed, [INSERT TEAM MANAGER'S NAME] will inform any contracted photographers to ensure they comply with this.

Photographers

Where [INSERT TEAM NAME] bring in an accredited photographer at an event, we will communicate:

- That photography will be taking place,
- How the imagery will be used and stored, and
- How people can opt out

As a Team, we are responsible for any photographer contracted by [INSERT TEAM NAME].

We will ensure the photographers suitability, insurances and obtain appropriate consents in line with UK GDPR legislation. Photographers will always be required to sign on and will always be easily identifiable.

Motorsport UK are not responsible for the photographers contracted by Teams.

Reporting your Concerns

[INSERT TEAM NAME] understand that capturing and sharing images of children and young people can pose risks to both the individual and the Team. We endeavour to deal with any concerns regarding Photography and Filming appropriately, sensitively and in a timely fashion.

You can report your concerns by:

- Speaking to [INSERT TEAM MANAGER'S NAME] or another member of Team Staff.
- Reporting to Motorsport UK via the online [form](#).
- Reporting to Motorsport UK directly using safeguarding@motorsportuk.org