



Updated June 2017

# PHOTOGRAPHY POLICY

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**CARLISLE  
FRINGE**

THE  
WASHING LINE  
PROJECT

*Queer Haggis*

HIGH  
TEA  
A VINTAGE  
EXPERIENCE

**TRANSFORM  
DUMFRIES**

DUMFRIES

**YOUTH  
THEATRE**

**LE HAGGIS**

DUMFRIES

**COMMUNITY  
CHOIR**

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Approved by board: June 2017      Review date: July 2018  
Electric Theatre Workshop    Eskdale House Crichton Business Park Bankend Road Dumfries

# Photography Policy Statement

The taking, storing and sharing of images is integral to the work of the charity. The settings, subject matter and uses vary but the approach to how this is done must ensure the image is used appropriately and legally. This document is for all Electric Theatre Workshop personnel whether paid, unpaid, voluntary, or Third party Contract. It sets out the Charity's policy regarding the use of photography, video and audio recording. It aims to make clear the risks involved in using photography, legislation and acceptable practice when taking or using images on behalf of the charity.

## LEGISLATION & GUIDANCE

Key legislation affecting photography, considered in this policy includes The Copyright Designs and Patents Act (1988) covering ownership of images, and protections of data subjects or persons being photographed enshrined in Data Protection Act (1998), Children and Young People Scotland Act (2014), Equalities Act (2010), Human Rights Act (1998). And the codes of Practice regulated by the Advertising Standards Agency. This policy is in line with guidance sought from NSPCC, Creative Scotland, UK copy right service, and should be used in conjunction with other Electric Theatre Workshop policy documents.

## Principles

In all aspects of using images for any purpose on behalf of the charity the following principles must be upheld:

- The interests of the subject or model must be given high priority. Their right to privacy and protection from harm or duress, must be respected at all times.
- Images distributed on behalf of the charity must be of a high standard. Only good quality images with an appropriate resolution for the intended purpose maybe used. The photographer should be credited and permissions sought.
- Children, young people or vulnerable adults must not be identifiable in images used or distributed on behalf of the charity without written consent from appropriate adult, parent or guardian. Where an individual is easily identifiable consent must be given to use that image.
- Images used should be in accordance with UK Marketing and advertising standards, and Data Protection requirements.

## Consent

All participants, and audience members have the right to refuse their image be taken or used in any way. Before giving consent the model

Electric Theatre Workshop requests that personnel operate under the guidance that consent is required prior to photos being taken or used by the charity.

Participants taking part any in house projects or productions should sign a standard photo release form which covers the uses out lined below, as part of standard sign up procedures.

Where participants are deemed unable to self consent by law or as outlined in Electric Theatre Workshop policy, consent from an appropriate adult should be sought.

Where it is not feasible to collect consent from all members of the public, for example crowd shots at a large event. The charity requires signage to be hung clearly indicating that photography is being used and how they may refuse consent. should they wish.

Photo release clauses will be written in to third party contracts relating to performers, photographers and other staff.

## **Uses**

The charity acknowledges and approves of the use of images for Marketing and promotional purposes, Educational purposes, evaluation, reporting, funding applications, and in house programme development.

Personnel are not permitted to replicate, modify or distribute the charities images for personal reasons without express permission of the trustees.

## **Storage**

Images created should be stored under data protection guidelines outlined in Electric Theatre Workshop policy.

## **Distribution and publishing**

Images created by or on behalf of Electric Theatre Workshop may be published and distributed in the following media print, online via Electric Theatre Workshop, or affiliated website and Social media sites, TV news reporting, or other platform deemed suitable by the trustees.

## **Copyright**

If a photograph has been taken by personnel, employed, freelance or voluntary, on behalf of the charity in an official capacity, ownership of those images, and right to publish, is retained by the charity.

Personnel should where possible make use of images owned by or licensed to the charity. Where this is not possible images should be open source, creative commons or with permission. The source must be credited when published by the Charity.

Electric Theatre Workshop is committed to promoting the producers of work. Where it is possible the charity should make every effort to credit the image creator.