

Photography Guidance

(Based on u3a Data Protection policy and other sources)

1. Photographs are classified as personal data. Consent is required if a photo includes an 'identifiable person' and is to be displayed. Consent must be obtained from members in order for photographs to be taken and members will be informed as to where photographs will be displayed, e.g. local press, u3a publications or u3a online media (website/social media).
2. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph.
3. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact their group leader to advise that they no longer wish their photograph to be displayed.
4. Photos in public places, such as street scenes, events, public gatherings do not usually require consent (as, it is considered, there is no "expectation of privacy" in such settings).
5. Copyright normally rests with the person taking the photograph (the photographer). The photographer is responsible for ensuring consents have been given to use a photo if it is sent to be used by the u3a for publicity purposes (as described in paragraph 1. above).
6. The newsletter editor, web manager and marketing/recruitment team will assume this consent has been received for pictures sent to them.
7. To remove consent for an image at a later date, please contact us via Enquiries on our website Contact Us page at: <https://norradsite.u3a.org.uk> (Feb/24)