



Muswell Hill Methodist Lawn Tennis Club

Photography and Filming Guidance

1. Guidance statement

This guidance is adapted from the LTA guidance notes for specific relevance to Muswell Hill Methodist Lawn Tennis Club.

2. Risks of sharing images online

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/club uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image.

3. Club policy

The Club will

- ask for written consent from a child and their parents or carers before taking and using a child's image
- if consent is withdrawn, take reasonable steps to remove the photos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.
- use only the first names of children, unless:
 - it's considered necessary – such as for elite /high profile child players
 - it's in the child's best interests
 - the child and parent have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publish personal information about children
- make sure children, their parents and carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information)
- reduce the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- use images that positively reflect children's involvement in the activity and reflect a diversity of children.

4. Photography and/or filming for personal use

When children, parents/carers or spectators are taking photographs or filming at events and the images are for personal use, we ask everyone to be aware of the guidelines, to minimise the number of other children in the shot and when they do appear, expressly to seek permission from the child's parent/guardian before publishing it.

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player.

5. Official or professional photographers

The Club will ensure that any photographers at club events

- are aware of appropriate content and behaviour, including how to avoid taking images of children without the required parental consent
- children and parents/carers will be informed that a photographer will be at the event and no images which feature close up images of their child being taken and shared without their explicit consent*
- do not photograph in toilets and changing areas
- do not have unsupervised access to children
- do not carry out sessions outside the event or at a child's home.

*At some events, wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such images. In these circumstances, the Club will endeavour to make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

6. Photography and/or filming for wider use

If people such as local journalists or professional photographers (not hired by the Club) wish to operate an event and share the images professionally or in the wider world, they need to seek explicit permission from the Club.

The Club will ensure the following information is provided to them:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Club will inform children, parents/carers that an external photographer is present, seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

7. Concerns

If anyone at the club becomes concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officer and LTA Safeguarding Team. It may also be necessary to report this to the police.

8. Guidance re storing images

The Club will store photographs and videos of children securely and in accordance with data protection law.

Personal devices should be set so as to not to automatically upload images to the cloud.

Images of children should never be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Images are deleted after use and not repurposed for personal use (e.g. marketing or otherwise);

When obtaining consent for capturing and storing images it should be stated how long images will be kept for.

If at the time consent was obtained there was no reference to storage, the images should be reviewed as to whether the images are still required to be stored and that storage is necessary and legitimate.

Access to images should be controlled, i.e. through a password protected folder

Images should not be kept longer than consent was given for. If images are deemed to be no longer necessary, they should be deleted.