

THE KARATE DOJO AND BSKA MEMBER CLUBS PHOTOGRAPHY POLICY

1. Introduction

1.1 Photography of young athletes within our club premises or at associated events is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection.

1.2 'Photography' includes photographic prints and transparencies, video, film and digital imaging. 'Events' means any function, meeting, training session or competition of any nature, whether organised or supported or sponsored by our club or by any other BSKA club member, by any means whatsoever, wherever children or young people are the responsibility of our club or BSKA members club, there staff or members.

'Parent' means any person with parental rights and responsibility in relation to a child or young person.

1.3 This document is intended to:

- Facilitate photography for the business purposes of our club or our BSKA members clubs
- Respect the rights of the individual
- Safeguard and protect children and young persons
- Allow personal family photography wherever possible

1.4 Our club and our BSKA member clubs make it clear that we recognise the issues of child protection and personal privacy. A Child Protection policy aimed at safeguarding children exists and is accessible from our website or BSKA members club website.

1.5 Sensitivity is as important in dealing with photography as it is in processing any other data. Court cases have occurred because of the inappropriate use of photographs.

1.6 Within our Child Protection policy there are guidelines and procedure regarding the use of photography. This includes the use of mobile camera phones, during such events as aforementioned, by competitors and athletes in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of others.

2. Photography by our Club Coaches or Adult Helpers

2.1 Our club and BSKA members clubs can involve adult helpers in the photography of children and young persons in relation to:

- Administration (ID badges etc)
- Coaching and training aid
- Advertising, Publicity and Promotional works

Copyright and the use of this photography is carefully controlled by us and is retained safely by us or issued to the child or young person concerned or safeguarded by an officer of our club or BSKA member club.

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2.2 Photography held by us must be annotated with the date on which they were taken and stored securely. They should not be normally used other than for their original purpose, unless permission of the subject is obtained.

2.3 Photographs must be destroyed or deleted from databases once they are no longer required for the purposes in which they were taken. A photograph taken for identification purposes may be retained for several years, but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of our club or our BSKA Members club, its members and activities and the community may be retained indefinitely.

3. Photographs by other Authorised Agencies

3.1 The involvement of other agencies may only be authorised by our club or our BSKA member clubs. Other agencies might include:

- Commercial photographers commissioned by us. Copyright rests with the photographer
- The press and other media. Copyright rests with the photographer
- Representatives of our club or our BSKA Members club. Copyright rests with us

3.2 The purpose of the photography must be explained to the parents of the child and or the young person themselves if over the age of 16 years and written permission sought on each and every occasion. No Child or young person should be subjected to any photography unless written permission has obtained.

3.3 Parents should be made aware that where team or group photography is taken by a commercial agency the photographer retains the copyright. Parents therefore must be given details of the agency used.

4. Parental Photography

4.1 Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

4.2 Where practical, arrangements should allow photography to be taken by parents and others attending such events. Photography will not be permitted where the smooth running of an event and/or health and safety of persons is or may be compromised

4.3 A photography consent form shall be issued to parents and young persons upon first registration to our club or our BSKA Members club, detailing their permission/non permission for us, Authorised Agencies and Parental photography purposes.

4.4 Parental photography must not include any child or young person whose parent has refused permission for any reason. This may mean offering photography opportunities before or after the event for those who wish to be involved. Parental photography is secondary to the main aims and purposes of events and must not be allowed to interfere with the opportunities for the child or young person to participate.

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4.5 Commercial copyright in a performance will normally exclude any audio or video recording by the public (other than by our club or our BSKA member clubs for internal purposes) and for those events parents and their guests, and spectators must be informed that the infringement of copyright is strictly forbidden.