

Felixstowe Youth Development Group



Policy Number 33

DIGITAL IMAGE POLICY

(Issue 7 – Issued May 2021)

Approved by Trustees of Felixstowe Youth Development Group on

Registered Charity Number: 1102380

Registered Address: 2nd Floor, 54 Cobbold Road, Felixstowe, IP11 7EL

Digital Image Policy

Objective: To ensure the safety of young people's images on Level Two's website and social media.

- This policy in accordance with the General Data Protection Regulations (GDPR) introduced in May 2018. All persons using Level Two facilities complete a registration form. This includes a statement saying: 'I give consent for any photos taken during youth work sessions/activities to be used by Level Two for publicity purposes, and to be displayed on Level Two's website www.leveltwo.org and Social Media sites. Permission to view these images would be given to the young person, and/or parent/carer signing the consent form. Further consent will be requested if external agencies enquire about using Level Two photographs or images.
- Images will be used only for the purposes of Level Two website and Social Media sites.
- All images will be taken using Level Two equipment, except in circumstances where equipment is not available & an image recording is needed for evidence. Any such images are to be deleted from any private device, once it has been forwarded to a Level Two device.
- Individual's names will not accompany any photographs published in any print or digital format. Images used on the Project's website or promotional materials will not be accompanied by any information that may disclose the identity of the young person(s) pictured.
- Whenever possible Images are taken in groups. Young people give verbal consent prior to photographs being taken. Any individuals not wishing to be photographed are invited to move away from the shot.
- All photographs and images remain the property of the Level Two Youth Project.
- A "No Photo" Consent list is held on file in a locked cabinet accessible by Lead workers & Management.
- Level Two Youth Project reserves the right to ask spectators or other individuals to refrain from taking visual recordings. Any press photographers in attendance will be briefed on our digital image policy and the conditions of the young person's and parent/carers consent, before they commence work.
- At public events, the Level Two Youth Project cannot be held responsible for images taken by anyone apart from its own staff.

CCTV

CCTV cameras cover the stairwell and the internal and external entrance to the building. The purposes are to monitor as required safe movement and behaviour on the staircase and to identify who is asking for access to the building. Images will be stored for no longer than 28 days. They will only be looked at if an incident has been reported. They will be disclosed

only to the Police at their request. This policy will be reviewed annually, including whether CCTV surveillance is still desirable. Level Two is registered with the I.C.O. (Information Commissioner's Office) registration number ZA151950. The person overall responsible for ensuring compliance with this policy and the principles of the Surveillance Camera Code of Practice (see appendix 3 of the ICO Data Protection Code) is the Level Two Project Manager. The Project Manager & Deputy Project Manager are authorised to look at images.