



Photography, Videography, & Other Recordings Policy

If Something Isn't Right

You should speak with a committee officer or consult our **[grievance policy](#)** or **[whistleblowing policy](#)**.

Important Notes

For the purposes of this policy, "recording" is used to include any way of making an audio-visual record of events.

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Introduction

By the very nature of being a performing arts organisation it is only natural that the society, its members, and the public would want to have a record of the work the society performs. This policy is to ensure that there are guidelines to keep everyone safe when photos and other recordings are taken.

The society has the right to use photographs of former or lapsed members, living or dead, without seeking express permission unless a written letter withdrawing consent is sent by the former or lapsed member or their next of kin to the secretary. The society will comply, in a timely fashion, with such a request where it is not vexatious or frivolous.

The Recording of Children

A copy of this policy is to be provided as part of the initial documentation provided to children and their legal guardian.

All recordings of a child must be created appropriately and not used, adapted, or transformed inappropriately. No visual recordings will be permitted under any circumstances in the dressing rooms or quick-change areas.

Legal guardians and children should know that whilst it is made clear to every audience that recording is not allowed, the society does not have the legal power to stop anyone from doing so. We can have them ejected from the premises and contact the Police where needed.

Consent – Written permission must be obtained by the society from a child's legal guardian before any recordings can be taken. A child cannot give consent but they can refuse consent; and if they do so, the opinion of the society is that a legal guardian cannot overrule the refusal. Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. Consent can be withdrawn at any time.

Where the recordings are to be used on social media, our website, or in print, this will be made clear to both the legal guardian and child in advance of recordings being taken.

In all cases, consent runs out at the end of a production and consent would need to be sought again if the child were to return for another production.

Identifiability

A potential risk to a child is being identifiable either online or in print. The society will only use first names online and in print; and only with permission from the legal guardian. The exception to this will be the show programme which traditionally lists both the first name and family name – a legal guardian or child can request that only the first name appear.

The society accepts that, in some situations, it may not be possible to promote a recording or list the name of a child for security reasons – for instance where a child is in care. If this is the case, then the legal guardian should have this conversation at the earliest possible convenience to ensure that the society is aware of the issue and can take action to maintain the safety of the child.

The Recording of Members by, or on behalf of, the Society

Members give their consent to be recorded for the purposes for promotion and posterity when they apply for membership to the society. This consent lasts until the member sends a written request to the secretary removing their consent.

All recordings of a member must be created appropriately and not used, adapted, or transformed inappropriately. No visual recordings will be permitted under any circumstances in the dressing rooms or quick-change areas.

Recordings Made by Members

Members are permitted and encouraged to make recordings of their time with the society. They also have the right to post them to their personal social media pages.

Members should take great care in how they take the recordings and all visual recordings must be appropriate. Not everyone wants to be recorded and some people may not be able to be recorded for their own safety. Always ask permission from any you intend to record.

Copyright

Any recording taken by, or on behalf of, the society automatically becomes owned by, and the copyrighted material of, the society. The society has the right to allow 3rd party use of any such recording.

The society does not hold copyright over the recordings taken by members who have made recordings for their personal use. However, the society does reserve the right to use any recordings that a member has publicly released.

Storage of Recordings

Every effort should be made to ensure that retained images and videos are stored securely. Ideally, electronic images should be in a protected folder.