Photography and Filming:
Our Approach and Essential Information

At Artswork, we sometimes capture photographs, videos, and audio recordings of participants in our programmes and at events. We use these for a variety of purposes, including celebrating participants' achievements, share our progress with communities, and demonstrate the value and impact of our work to partners, funders, and stakeholders.

At private events or public events where you take part in posed photographs, interviews, testimonials or video content Artswork normally requires consent which we collect via consent forms.

If you do not wish for us to collect images, videos, or audio of you or your child at an event or during a project, please let an Artswork staff member know. Your decision will not affect you or your child's participation in the activity.

The following highlights the importance of visual and audio documentation for each Artswork department:

<table>
<tr><td colspan="2">Communications, Sales & Marketing</td></tr>
<tr><td colspan="2">• Celebrate the work we are doing
• Promote events
• Capture stories
• Update supporters on our work
• Engage potential and/or existing partners
• Connect with young people
• Keep our website and social medias current and interesting</td></tr>
<tr><td>Fundraising & Development</td><td>Professional Development</td></tr>
<tr><td>• Raise funds for our work
• Show funders how their money was spent
• Enable our partners to share the impact</td><td>• Share best practice
• Train new staff
• Use in our training materials</td></tr>
<tr><td>Data, Impact & Evaluation</td><td>Programme Leads</td></tr>
<tr><td>• Demonstrate the impact of our work
• Fulfil reporting requirements</td><td>• Share with participants and partners
• Promote the areas they work in</td></tr>
<tr><td colspan="2">With permission, participants, facilitators, and partners can also use the visual and audio recordings to:</td></tr>
<tr><td colspan="2">• Remember their experiences
• Reflect on and improve their practices
• Use as part of a portfolio
• Share and promote work on their platforms</td></tr>
</table>

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Who we may share image/video/audio files with:

- Arts Council England, as part of our National Portfolio Organisation funding agreement
- Our partners, project specific funders, funding bodies, and press/media, for advocacy, fundraising, and reporting purposes.
- Artswork's preferred suppliers such as designers or video editors to create promotional content
- Images and Audio may be used worldwide and not just in the United Kingdom where UK law applies. This enables us to use them on our website which has an international audience. For example, we may send an image to an international funding body as part of an application to do work outside of the UK.

How we collect audio, video and images:

At events we collect images, video, and audio recordings on cameras and recording equipment, and we may also use mobile devices.

Who can collect visual and audio recordings?

- Artswork staff
- Freelance Photographers / Videographers
- Commissioned Artists if specified in their contracts
- Volunteers
- Press (Agreed by Artswork Communications Team)

Other people recording at events:

This refers to anyone ***not*** specifically authorised by Artswork (members of the public, family members, guardians etc)

Public Events:
Artswork cannot control what people do at public events, but in certain circumstances, we may ask them to refrain from taking photos, however this cannot be enforced.

Private Events (ticketed) and Invited Events (non-ticketed):
At private events we endeavour to ensure that attendees (parents/legal guardians/social workers etc) only photograph or record their own child or the individual they are responsible for. In some circumstances, we may not allow recording to take place at all.

Risks associated with photography, video, and audio:

There are additional risks associated with photographing, audio recording, and filming children, young people, and adults at risk as subjects. These include the:

- Collection and passing on of audio and images which may be misused (either by AI or in other ways)
- Identification of individual children to facilitate abuse
- Identification of children in vulnerable circumstances
- Stigmatisation of children or young people engaged in targeted activities, especially if the audio or image is being used long after it was recorded

How we mitigate this:
Photographs and videos should not enable an unauthorised person to identify an individual or their location. When using images of children, young people, or adults at risk, we will avoid publishing additional unnecessary information that could identify them, including names, specific locations, or other visible identifying details. Where necessary, identifiable information within images will be removed or obscured.

Consent:

Private Events:
At private events, Artswork requires consent which we collect via consent forms.

If you do not wish for us to collect images, videos, or audio of you or your child at an event or during a project, please let an Artswork staff member know. Your decision will not affect you or your child's participation in the activity.

Public Events:
For general event and crowd photography, we may rely on our **legitimate interests** under UK GDPR rather than obtaining individual consent from every attendee. Wherever reasonably possible, we will make it clear when photography, filming or recording is taking place. If we would like to feature you more prominently, for example in a posed photograph, interview, testimonial or piece of video content focused specifically on you, we may ask for your consent.

You can tell us at any time if you do not want to be photographed or filmed. If you do not want yourself or your child to be included, please speak to a member of Artswork staff or the photographer. We will make reasonable efforts to avoid photographing or filming you, however, as these are public events, we cannot guarantee that you will not appear incidentally in the background of wider photographs or footage.

We take particular care when photographing or filming children, young people and adults at risk and will follow our safeguarding procedures alongside our data protection obligations.

Any images, videos, and audio recordings collected will be managed in accordance with our Photography and Filming Information and Safeguarding Policy which can be viewed in full at https://artswork.org.uk/about-us/policies or by scanning the QR code. If you need them in an alternative format, please let an Artswork staff member know.

Consent by age:

The consent required for photography, filming, and audio recording, and who that consent must be obtained from, depends on a participant's age and circumstances, including any additional safeguarding considerations. A child or young person will not be required to participate in photography, filming or audio recording if they tell a member of the Artswork team that they do not want to, regardless of whether parental permission has previously been provided.

0 – 12: We'll need a parent or legal guardian's consent
13 – 16: We'll need the individual's consent, and their parent or legal guardian's consent
16+: We'll need their informed consent

Exceptions:

- **Looked after children under 16:** We'll need consent from their social worker
- **Young people 18 and under with protection orders**: We'll need consent from their social worker/legal guardian
- **Adults at Risk (18+):** If you are unsure if they have the capacity to give informed consent then you may to also obtain consent from their social worker/legal guardian/next of kin
- **Young people who identify as 'excluded':** Refer to 'Consent by age'
- **Young people engaging with the criminal justice system:** Refer to 'Consent by age'

Storage, deletion, and your rights:

We will securely store your images, video and audio recordings and the contact details provided on this form for up to five years, after which they will be deleted.

You can withdraw your consent at any time and have rights over how we use your personal information. Full details of your rights, how we protect your information and how to raise a concern can be found in Artswork's Privacy Policy.

Where your personal information is shared outside the UK, we will ensure it is handled in accordance with applicable data protection requirements.

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Storage on mobile devices/temporary storage:
Images, videos, and audio recordings will be transferred to Artswork's secure filing system within two working days from when the event took place and securely deleted from any cameras or mobile devices used to capture them.

Withdrawing consent:

If you would like to withdraw consent at any time, please contact info@artswork.org.uk so we can locate and delete the files from our system. Please note that if any images have been used online or in printed publications, it will be very difficult to recall all copies.

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