Ruddington Baptist Church Image sourcing and permissions policy

Version 5 (2026-10-29)

General

Ruddington Baptist Church ("RBC" "we" "our") may use images and video in our various communications, such as press releases, printed publicity, website (www.ruddingtonbaptist.org.uk) and our social media pages.

In the course of our work, we may collect and process an individual's personal data. An image or video of a living individual forms part of their personal data and is protected under data protection law. Images of a person should be treated in the same way as other personal data. RBC has a Privacy Notice which sets out how we process personal data, which can be found at https://www.ruddingtonbaptist.org.uk/privacynotice/ and a more detailed Data Protection Policy which is available from the Church Secretary on request.

Some people have very good reasons for not wanting their photograph published, which we will always respect. We will provide as much information as possible when taking pictures at gatherings or events, which will explain what the images will be used for and provide clear instructions as to what individuals may do if they do not wish their picture to be taken or used by us.

Images may also be provided to us by a third party for use in our various communications and we will ensure that we have the necessary consent and rights to use any such images.

We will take care to ensure that our office holders and volunteers are made aware of this policy and the strict guidelines for processing personal data contained in images and video as set out below:

Images provided to us

For all images and video provided to us from third party organisations we will ensure that we have explicit consent (in writing or digitally) to confirm that they:

- have permission and the necessary rights to share the image;
- have a written (or digital) record of specific consent from any individuals featured in the image(s) to share the image(s) with RBC for publication; and
- will inform us at any point in the future should anyone withdraw their consent to the retention and/or publication of their image(s) at any time.

Images taken by us

For all images and video that we take as RBC we will ensure that all possible participants have a clear understanding of our processes and are able to give or withdraw their consent at any point to the retention and/or publication of their image(s). Consent may be given in general (for any images) or for a specific image, and may be in writing or digitally recorded. We will ensure that we:

- always hold explicit consent when publishing images of named individuals, prominently-featured unnamed individuals, or of any children under 18;
- always attempt to obtain or hold consent when publishing images or video of identifiable unnamed individuals;
- will retain a record of any consent; and
- upon any request from an individual to delete or remove their image(s) from our records and publications, where possible, we will immediately do so.

This includes using where appropriate the following individual consent form or an online equivalent:

> *Ruddington Baptist Church ("RBC") takes photos and video from time to time at Church-related events. These images will be used by RBC to share in our various communications. Images and video may be used in a related press release, printed publicity, published on our website and social media pages.*
>
> *The original images will be stored securely and used in line with our data protection policy. For more information about how your personal data will be used by us, please visit* https://www.ruddingtonbaptist.org.uk/privacynotice/
>
> *If you would like to see your images or would like us to delete them at any time, please email the Church Secretary, secretary@ruddingtonbaptist.org.uk*

I give my consent for my - and/or my child(rens) image(s) if relevant - to be taken and processed by RBC in the manner and for the purpose(s) described above.

Signed

Print name

Name(s) of child(ren) if relevant

Date:

Where we use images taken by us of our office holders and volunteers, we may process and publish these in line with our legitimate interest of promoting our charitable objectives and the work of RBC. In all cases, we will weigh up our legitimate interests with the rights of the individuals concerned. If our use of an image poses a risk to the rights of the individual it may be more appropriate to obtain the individual's consent for the particular processing or publication so as to give the individual more control over how we use their image and personal data.

Where individual consent forms are not possible due to location or number of people involved, we will work with the venue to ensure people are asked on entry to the venue and/or at an appropriate opportunity. We will also have large posters displayed stating:

Ruddington Baptist Church ("RBC") will be taking photos and video today. These images will be used by RBC to share in their church communications. Images and video may be used in a related press release, printed publicity, published on their website and social media pages.

The original images will be stored securely and used in line with our data protection policy. For more information about how your personal data will be used by us, please visit https://www.ruddingtonbaptist.org.uk/privacynotice/

If you do not want your image taken or used for the purpose(s) described above please tell a member of the team. Note that we will never use images of named individuals or of any children who are or appear to be under 16 without explicit consent.

If you would like to see your images, or would like us to delete them at any time, please email the Church Secretary, secretary@ruddingtonbaptist.org.uk

Images from image banks

For images that are sourced from image banks, such as Shutterstock, we will follow the licensing requirements for each image including where appropriate providing a credit to the photographer or artist.

Ruddington Baptist Church, 62 Musters Road, Ruddington, Notts. NG11 6HW

Email: secretary@ruddingtonbaptist.org.uk

Website: www.ruddingtonbaptist.org.uk

RBC is a registered charity (CIO) with Charity Number: 1204128