



## Photography and Video Policy

**Policy reviewed by:** Floraidh Forrest and Eilidh Rankin

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## Scope and definitions

The purpose of this policy is to set out general rules about the capture and distribution of photographs and videos within FilmG. It applies to all elements of the project:

- Promotional Posters and Videos-
- Special events throughout the FilmG Calendar
- High school workshops
- FilmG Entries
- Awards Ceremony

“Image capture”, “photography” and “videoing” refer to any kind of image capture, still or moving, obtained by any photographic device including still image cameras, video cameras, webcams and photographic enabled mobile telephones, and any other type of image capture device not specified here, whether digital or not, using technology existent at this time or in the future. The storage of such images includes film negative, film positive (e.g. transparencies and slides, movies, etc.), photographic paper, digital media, magnetic tape and any other kind of storage method able to be used for the storage of images, still or moving, available now or in the future.

## General principles

The FilmG team must make every effort to ensure appropriate consents are obtained for capture and distribution of photos and videos. They must also ensure images are stored securely. Practical steps will include:

- Getting permission forms from FilmG models at the start of the project
- Taking a supply of consent forms to festivals, film screenings and other such events
- Using first names only in film credits



- Adding a section pertaining to Livestream and BBC Alba broadcast to existing school consent forms and open category entry forms
- Adding password protection to digital folders including images
- Keeping consent forms in a secure cabinet

### **Safeguarding of Children**

There may be a risk to the welfare of children when individual children can be identified in photographs from our workshops. Where the capture or distribution of images of children raises a safeguarding concern, the FilmG team will ensure that child has a behind the scenes role, and does not feature in the school's entry or in photographs taken on the day. The team will liaise with schools on these issues.

### **GDPR**

In line with new GDPR regulations, those involved in FilmG retain the right to withdraw consent at any time. In this instance, the FilmG team should not promote their image in future, and should remove the video or photo from all public platforms under their control.

Images will otherwise be kept securely, in the FilmG archive. Contact details and consent forms will be destroyed every 5 years.

### **Publicity**

Marketing is a central part of the FilmG Competition, and the competition should act as a platform for up and coming talent. The team will often share success stories and quality material. Public distribution of images and videos should be in-keeping with the positive, vibrant brand.



## Monitoring

Any concerns regarding our Photo and Video Policy should be addressed via phone or email :

[fios@filmg.co.uk](mailto:fios@filmg.co.uk) | 01471 888 505