

Photography and Filming at IET Events - Volunteers

Policy

The Institution of Engineering and Technology
Futures Place
Kings Way
Stevenage
SG1 2UA

Photography and Filming at IET Events Policy

1. Why we have this Policy

- 1.1. Under UK General Data Protection Regulation (UK GDPR) photographs where individuals can be identified are considered 'personal data' and must be treated as such.
- 1.2. In order to show that the IET has made a reasonable effort to adhere to the UK GDPR rules around photography and filming we need to provide a policy that gives clear guidelines on how to avoid breaching this legislation.

2. Who this Policy relates to

- 2.1. This policy is for IET volunteers hosting or attending events, intending to take photographs and/or filming of attendees which may be publicised for IET purposes.

3. Other Policies, Procedures and/or Guidelines you need to read in relation to this Policy

- 3.1. [Data Protection Policy \(for volunteers\)](#)
- 3.2. [Safeguarding Children and Adults at Risk Policy \(for volunteers\)](#)

4. Overview of this Policy

- 4.1. This policy will inform you of the rules and guidelines that need to be adhered to ensure that any individual taking photographs and filming to be publicised for purposes relating to the IET will not breach the UK GDPR.

5. The Policy itself

- 5.1. There are two separate guidelines for taking photographs at events, as the requirements differ depending on how the images are intended to be used:
- 5.2. **Photographs for publications highlighting specific individuals** - Written consent is required for any photographs where an individual can be identified, if the image will be used to accompany a publication profiling that individual – such as an interview. It's a good idea to print out some consent forms (sample attached at Appendix B – Word version available on the [Volunteer Hub](#)) and take them with you. As with any personal data, please make sure you do not store any photographs where individuals can be identified once they have fulfilled their purpose.
- 5.3. **Photographs that aren't focused on specific individuals, such as group or crowd shots** – You will need to display a sign (sample attached at Appendix C – Word version available on the [Volunteer Hub](#)) to say you are undertaking photography. Signs should be displayed clearly and at the entrance to the room the event is being held in. Make it clear in a way that no one can argue they have missed it – it may be a good idea to photograph the sign as proof just in case. When you have the sign(s) in place individual permissions will no longer be required. You may also add a message to the event registration form that the event will be photographed and/or filmed.

- 5.4. If an attendee does not want to be filmed and/or included in any photographs, then they can be provided with a brightly coloured sticker to put on their name badge, so they can be recognised as such. You may also wish to create a 'no photography/filming zone' for such attendees.
- 5.5. Where you are hosting or attending events with individuals under the age of 18 years, such as schools' events, please ensure that you comply with the guidance set out in the Safeguarding Children and Adults at Risk policy. It is important to note that parental consent is required for photography of those under the age of 16.
- 5.6. If you need to keep images and footage for future use, please ensure that they are stored securely and in line with data retention guidelines. No images may be stored for longer than two years and must be securely deleted.
- 5.7. If you wish to use an image or footage for purposes other than initially agreed to, then you must request separate written consent for this.
- 5.8. All records of consent and images taken are to be passed to your IET staff contact at the earliest opportunity.

6. What happens if you do not follow this Policy

- 6.1. If you do not follow this policy those individuals may be adversely affected by the use of the images and may complain, which may lead to investigation and financial penalty by the Information Commissioners Office (ICO) or applicable Data Protection Authority.
- 6.2. Breach of this Policy may also be damaging to the IETs reputation.
- 6.3. Not adhering to this policy may lead to Member disciplinary proceedings.

7. Queries and Comments

- 7.1. If you have any queries regarding how this Policy works in practice, or comments or suggestions as to how it could be improved, please contact the Volunteer Support Unit via volunteer@theiet.org.

Appendix A

Control Sheet

Photography and Filming at IET Events Policy

Document owner: Volunteer Support Unit
Document reviewer: Volunteer Support Unit and Data Protection Officer
Document adopted on: 23 May 2019
Next review date: 1 November 2023

Review/change history

Date of Review/Change	Summary of changes	Version no.
May 2019	New policy for volunteers, published on the Volunteer Hub and InfoAware Library.	1.0
June 2020	Reviewed, no changes	1.0
May 2021	Minor update to Clause 5.4	1.1
May 2022	References to GDPR updated to UK GDPR Updated Clause 5.6 Added Clause 5.8 Updated Clause 6.1 Added Clause 6.3	1.2

APPENDIX B – Please visit the [Volunteer Hub](#) for editable Word version

FILMING, PHOTOGRAPHY AND AUDIO RECORDING CONSENT FORM

The Institution of Engineering and Technology (IET) may wish to use photographs, video footage or audio recordings of yourself participating in **[INSERT NAME OF EVENT]** on **[INSERT DATE]**.

These images, footage or recordings may be made publicly available in any IET media including print copies and/or on the IET's website www.theiet.org and may also be made available on social media, to the national press, other news or industry media (both print and web) and other organisations whom the IET collaborates with on its activities, for the purposes of publicising this event and the work of the IET more widely.

Please be aware that once a photo or video appears in the media the IET has no control over who else may use or view the images, nor how long the images remain available to use or view.

The images, footage and recordings taken will be securely stored on servers under the IET's control along with a copy of this consent form. Only IET **[STAFF/VOLUNTEERS* – delete as appropriate]** in **[INSERT NAME COMMITTEE OR DEPARTMENT]** will have access to the stored copies of the files. The files will be permanently deleted at a maximum of three years from the date of the event.

We would be grateful if you could fill in the attached form to confirm that you consent to this use.

Thank you.

GROUP NAME/REFERENCE:

I consent for photographs, video footage or audio recordings of myself be used by or on behalf of the Institution of Engineering and Technology for the following purpose:

[publicising **[INSERT EVENT/ACTIVITY NAME]** and the work of the IET more widely], for these to be made publicly available in any IET media including print copies and/or on the IET's website www.theiet.org, social media, the national press, other news or industry media (both print and web) for the purposes of publicising this event/activity and the work of the IET more widely.

FULL NAME: _____

SIGNED by: _____

DATE (DD/MM/YY): _____

Forms should be returned to: The Institution of Engineering and Technology, Futures Place, Kings Way, Stevenage, SG1 2UA.

The taking of film, photographs or audio recordings and the granting of permission to use the photographs or video or audio footage will constitute an agreement on the terms set out in this form between the IET and the person being photographed or recorded and the responsible individual providing the permission for the photograph to be taken or footage to be recorded.

Data Protection

The IET undertakes to treat your personal data in accordance with the data protection law.

Your personal data will be kept securely, and access will be on a need to know basis. A copy of the IET's Privacy Statement can be viewed on our website at <https://www.theiet.org/help/privacy.cfm> for more details about your personal data rights.

For internal use only:

Photographer / Videographer / Producer:	
Event where the photographs were taken:	
Date of Event (DD/MM/YY):	
Location of Event:	
<i>The completed form must be given to your IET staff contact as soon as possible after the event.</i>	

APPENDIX C – Please visit the [Volunteer Hub](#) for editable Word version

PHOTOGRAPHY / FILMING IN PROGRESS

Photography and/or filming is taking place at this event today.

The photographs and/or footage (the “materials”) may be used by the Institution of Engineering and Technology (IET) for its promotional and marketing activities. The materials may be edited and published on the IET’s websites and social media channels, circulated to the press and other media organisations for publication, transmission or broadcast and included in printed marketing collateral for distribution.

If you do not wish to be photographed and/or filmed, please let a member of the crew know. A zone within the event area has been reserved for those who do not wish to have their photo / film taken. The zone is located at [insert place] and will be identified by a red ‘NO PHOTOGRAPHY / FILMING ZONE’ notice.

For further information, please contact [Name and contact details of event organiser].

If you have any question relating to data protection, please contact the IET’s Data Protection Officer on +44 (0)7808 102171 or compliance@theiet.org.

A copy of the IET’s Privacy Statement can be viewed on our website at <https://www.theiet.org/help/privacy.cfm>