Photography, Video and Audio Recording Policy

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1. Introduction and purpose

Soundabout uses photography, video and audio recording to demonstrate the impact of its work, support evaluation and research, celebrate achievements, communicate with supporters and promote its charitable objectives.

- photographs, videos and audio recordings taken by or on behalf of Soundabout;
- recordings of online sessions, including Zoom, Teams or similar platforms;
- images or recordings shared with Soundabout by participants, families, carers, partners or practitioners;
- images or recordings used in print, online, social media, fundraising, reporting, research, training or publicity materials.

Soundabout recognises that photographs, videos and audio recordings of children, young people and adults at risk may create safeguarding, privacy and data protection risks if they are taken, stored, shared or published without appropriate controls.

This policy applies to all Soundabout staff, trustees, volunteers, Music Practitioners, freelancers, contractors, partners and any other person acting on behalf of Soundabout.

2. Policy statement

Soundabout is committed to safeguarding the welfare of children, young people and adults at risk, and to treating every person with care, respect and dignity.

Any photograph, video or audio recording must have a clear and legitimate purpose connected to Soundabout's charitable work. Soundabout will only take, use, store or share recordings where it is necessary, proportionate and in line with this policy.

Images and recordings are personal data where an individual can be identified. Soundabout will handle them in accordance with UK data protection law, the Soundabout Privacy Policy, Data Protection Policy, Safeguarding Policy, and Mobile Phones and Computer Policy.

This policy will be reviewed every three years, or sooner if there are changes in law, guidance, safeguarding practice, technology or organisational activity.

3. Roles and responsibilities

The Senior Leadership Team is responsible for ensuring this policy is implemented. The Designated Safeguarding Lead is responsible for advising on safeguarding risks. The Data Protection Lead is responsible for advising on privacy, consent, retention and data protection requirements.
All staff, trustees, volunteers, Music Practitioners and contractors must follow this policy, check consent and restrictions before taking or using recordings, and report any concern or breach immediately.

Managers must ensure that anyone taking or using images or recordings on behalf of Soundabout understands this policy and has access to approved equipment, storage and consent information.

Participants, parents, guardians and carers will be given clear information about why recordings are being taken, how they may be used, how long they will be kept, and how to ask questions or withdraw consent where applicable.

4. Consent, consultation and lawful basis

Soundabout will normally seek consent before taking or using identifiable photographs, videos or audio recordings of children, young people and adults at risk. Consent must be freely given, specific, informed and recorded. Where a young person aged 13 or over has capacity to understand the request, their consent should also be sought alongside consent from a parent, guardian or carer as appropriate.
Consent should be separated by purpose wherever practical, including internal evaluation, research, fundraising, printed publicity, website use, social media, press or media use, YouTube or public video platforms, and use of names or personal stories.
Consent will normally be valid for three years unless withdrawn earlier. Soundabout will record consent and restrictions in its approved systems and will check them before recording, publishing or sharing any material.
Consent can be withdrawn at any time by contacting Soundabout in writing or by email. Soundabout will stop using the relevant material for future purposes and will remove online material where reasonably possible. Soundabout may not be able to remove material that has already been printed, distributed, broadcast or shared by third parties.
Where consent is not the appropriate lawful basis for a particular activity, Soundabout will identify and document an alternative lawful basis before processing the material, taking account of safeguarding, fairness, transparency and the best interests of the individual.

5. Taking photographs, videos and audio recordings

Recordings must only be taken where there is a clear purpose, appropriate consent or lawful basis, and suitable safeguarding controls. Individuals must not be placed under pressure to be photographed, filmed or recorded.

Images and recordings must be respectful, appropriate and relevant to Soundabout's work. They must not be intrusive, misleading, undignified or taken in circumstances where privacy would reasonably be expected.

- Before recording, staff or practitioners must explain the purpose of the recording and check whether anyone should not be included.
- Where someone does not consent or should not be recorded, practical steps must be taken to avoid capturing them or to ensure the material is not used.
- Images and recordings must not be accompanied by names, locations, personal stories or identifying details unless additional specific consent has been obtained.

For concerts, events or group activities, Soundabout will provide clear notices or verbal reminders that photography, video or audio recording may take place. Staff must brief official photographers and practitioners about any restrictions and must have a process for managing people who do not wish to be recorded.

Soundabout uses images and recordings for:
internal purposes of service evaluation and research

- external use - presentations and publications to provide information or raise awareness/funds (printed and online), annual reports, thank you letters
- external use - on the Soundabout website and social media platforms

6. Online sessions and livestreaming

Online sessions must only be recorded where there is a clear and necessary purpose. Participants, parents, guardians and carers must be told in advance if recording is planned and reminded at the start of the session.
Where practical, participants must be offered a reasonable way to take part without being recorded, such as turning off their camera, changing their display name, using audio only, or joining a non-recorded alternative activity.

Personal devices include, but are not limited to, smartphones, tablets, cameras and laptop computers owned by Soundabout staff, trustees, volunteers, Music Practitioners, freelancers or contractors.
Soundabout does not permit staff, trustees, volunteers, Music Practitioners, freelancers or contractors to use personal devices to take photographs, videos or audio recordings of children, young people or adults at risk for Soundabout purposes. Only cameras or devices belonging to Soundabout must be used.

7. Storage, access and security

Images and recordings must be stored securely in approved Soundabout systems, such as Microsoft 365, SharePoint, Salesforce, Dropbox or other approved organisational platforms. Access must be restricted to people who need it for their role.
Files must not be stored on unmanaged personal devices, personal email accounts, personal cloud storage, personal messaging apps or removable media unless explicitly authorised and appropriately protected.
Files should be named and organised in a way that supports secure retrieval and avoids unnecessary identification of individuals. Access permissions should be reviewed regularly and removed when no longer needed.
Recordings must be stored only in approved Soundabout systems. Cloud recordings should be transferred to approved storage and deleted from the meeting platform when no longer required.

Review

	Date	Completed by
First Written	**March 2018**	**Jo Colton**
Updated	**1/3/2021**	**Philippa Higginbottom**
Agreed	**7/4/2021**	**Rob Marshall**
Next review date	**April 2023**	**Maryse Degbegni**
Trustee Approval	**May 2023**	**Ceri Thomson**
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