



POLICIES & PROCEDURES

Pyramid of Arts

Photographs and Video Recordings of People Policy

This policy explains how photographs / video recordings of people are processed. The Data Protection Act applies and Pyramid of Arts is a 'data controller' with responsibilities under the act.

This policy specifically relates to:

- images or recordings **of people**
- the actions of anyone employed by Pyramid of Arts, including freelance and voluntary positions

It is our policy that, wherever possible, Pyramid of Arts' own equipment is used to take photographs / make recordings.

When this happens, images / recordings should be downloaded onto Pyramid's own network in the office, and deleted from the device as soon as possible.

We recognise that sometimes equipment isn't available, and we are grateful to team members who allow the use of their personal equipment in these instances. However, we have a responsibility to manage any images / recordings taken in this way and it is therefore our policy that:

- all images / recordings should be sent to the office with 48 hours of being taken.
- images / recordings must then immediately be deleted from the device, and also from any PC/laptop/USB drive/email account or elsewhere that has been used to store them during the sending process.

If this can't happen (for example, the work needs editing), the Project Coordinator must be notified and agree a time for the work to be finished and the images/recordings to be deleted.

It is the responsibility of office staff to check individual photo permissions before publishing any photographs, therefore Core Workers, Artists and Volunteers must refrain from publishing images (e.g. on social media) without the express permission of their Project Coordinator.

Please note – everyone is welcome to take photographs of their own work (and other people's, with permission) to keep and share. Members may also take photos in the group for personal use, which are exempt from the Data Protection Act, but it is our policy that they must ask the permission of their subject first.