



B.W.F.

BRITISH WADO FEDERATION

Photography and Video Policy

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BRITISH WADO FEDERATION



Photography Policy (Protection children and other vulnerable groups)

1. Introduction

Photography of young students at BWF or associated events is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection.

'Photography' includes photographic prints and transparencies, video, film and digital imaging.

'Events' means any function, meeting, training session or competition of any nature, whether organised, supported or sponsored by BWF by any means whatsoever, wherever children or young people or other vulnerable groups are the responsibility of BWF or their staff.

'Parent' means any person with parental rights and responsibility in relation to a child or young person.

This document is intended to: Facilitate photography for the business purposes of BWF. Respect the rights of the individual. Safeguard and protect children and young persons. Allow personal family photography wherever possible.

BWF makes it clear that it recognises the issues of child protection and personal privacy. A policy aimed at safeguarding children and other vulnerable groups exists and is accessible from the Child Protection Officer – Elizabeth Rayman. Sensitivity is as important in dealing with photography as it is in processing any other data. Court cases have occurred because of the inappropriate use of photographs.

Within the BWF Safeguarding and protecting vulnerable group's policy there are guidelines and procedure regarding the use of photography. This includes the use of mobile camera phones, during such events as aforementioned, by students, competitors and athletes in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of others.

2. Photography by BWF Staff

The business of BWF can involve BWF staff in the photography of children and young persons in relation to: Administration (ID badges etc.) Coaching and training aid, Advertising, Publicity and Promotional works.

Copyright and the use of this photography is carefully controlled by BWF and is retained safely by BWF or issued to the child or young person concerned or safeguarded by an officer of BWF.

Photography held by BWF is annotated with the date on which they were taken and stored securely. They will not be normally used other than for their original purpose, unless permission of the subject is obtained.

Photographs will be destroyed or deleted from databases once they are no longer required for the purposes in which they were taken. A photograph taken for identification purposes may be retained for several years but will not be retained when replaced or expired.



Photographs taken for publicity and promotional purposes will be retained for a maximum of two years. Photographs contributing to the history of BWF its members and activities and the community may be retained indefinitely.

3. Photographs by other Authorised Agencies

The involvement of other agencies may only be authorised by BWF Other agencies might include:

1. Commercial photographers commissioned by BWF Copyright rests with the photographer.
2. The press and other media. Copyright rests with the photographer.
3. Officers of BWF Copyright rests with BWF

The purpose of the photography will be explained to the parents of the child and/or the young person themselves if over the age of 16 years and written permission sought. No Child or young person should be subjected to any photography unless written permission has been obtained.

Parents are made aware that where team or group photography is taken by a commercial agency the photographer retains the copyright. Parents therefore will be given details of the agency used.

A photo identification card will be issued and must be worn at all times and separate identification carried, by the agency personnel at all times, on the date of any training session/event/competition. Failure to do so may lead to the authority being withdrawn and expulsion from the training session/event/competition. The identification band is nontransferable.

4. Parental Photography

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

Where practical, arrangements will allow photography to be taken by parents and others attending such events.

Photography will not be permitted where the smooth-running event and/or health and safety of persons is or may be compromised.

Pro-forma is issued to parents and young persons upon first registration to BWF and renewed periodically detailing their permission/non permission for BWF Staff, Authorised Agencies and Parental photography purposes.

Parental photography will not include any child or young person whose parent has refused permission for any reason. This may mean offering photography opportunities before or after the event for those who wish to be involved.

Parental photography is secondary to the main aims and purposes of events and will not be allowed to interfere with the opportunities for the child or young person to participate.



During Competition or event an identification band will be issued and will be worn at all times and separate identification carried, by the applicant at all times, on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event. The identification band is nontransferable.

Commercial copyright in a performance will normally exclude any audio or video recording by the public (other than by BWF for internal purposes) and for those events parents and their guests, and spectators will be informed that the infringement of copyright is strictly forbidden.

5. Spectator Photography

Any person requesting to take photography at any BWF or Associated event, as a spectator shall only do so with the prior permission of BWF having completed the required application form and is on a per event/training session basis and returned it within the specified time.

Identification will be required to process the application. BWF reserve the right to refuse any application without reason being given.

The identification band if issued must be worn at all times and separate identification carried, by the applicant on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event. The identification band is nontransferable.



Parental Consent Form for the use of photography of children and young persons

Children and young persons are photographed in connection with BWF Administration (ID badges etc), Coaching and training aids, Advertising, Publicity and Promotional works.

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice. We may require on a per event basis your permission for photography to be taken.

'Photography' includes photographic prints and transparencies, video, film and digital imaging.

'Events' means any function, meeting, training session or competition of any nature, whether organised or supported or sponsored by BWF or their Association members by any means whatsoever, wherever children or young people are the responsibility of BWF their staff or members or their Associations staff or members.

I give permission for photography of my child to be taken by authorised personnel for or on behalf of the BWF
(Child's name): _____

Signed: _____
(Parent/Guardian)

Date: ___/___/_____

I do not give permission for photography of my child to be taken.

(Child's name): _____

Signed: _____ (Parent/Guardian)

Date: ___/___/_____



Application for use of Photography Equipment

NO PERMIT WILL BE PROCESSED UNLESS SUPPORTED BY PROOF OF SIGNATURE AND PHOTOGRAPH (i.e. photocopy of passport details, signed declaration on reverse of passport sized photograph, drivers licence).

Name:

.....

Date of Birth:

.....

Address:

.....

.....

Post Code:

.....

Telephone Numbers:

Home:

.....

Work:

.....

Photo Identity supported by enclosed photocopy of:
Photo driving Licence, Driving Licence, Warrant Card, Passport, Other please specify.....

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Proof of Signature supported by enclosed photocopy of:

Photo Driving Licence, Driving Licence, Warrant Card, Passport, Other please specify

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Equipment you wish to use

Name of person/s you wish to record

Relationship to them



Reason the images are being recorded

Date of the Event

Location of the event

Start time:

Finish time:

Area at the event you request access to (Competition)

(This may not be permitted)

Declaration: I confirm that the personal details and material supplied in support of this application are correct and a true likeness of myself. Any images I record will only be used for the reasons stated on this form. I understand that I will have to cease immediately should any person or Event Official object to or express concern as to the image recording taking place, until the matter can be investigated. I understand that failure to supply the required identification or completed application form within 14 days of the event will result in the application being declined. Any materials forwarded to the BWF supporting this application are non-returnable and retained by the BWF for 12 months and destroyed thereafter. No correspondence will be entered into.

Print name

Signature _____

Date _____



Photography And Recording of Images

Concerns have been raised at national level within the sport and leisure industry at the risks posed, whether directly or indirectly, to persons of all ages, through unauthorised photography and image recording. In view of this potential risk and our belief that attending any BWF or associated event, should be a safe experience for everyone, BWF do not permit any form of image recording without having their express permission.

Individuals requiring such permission shall make application to the BWF. When satisfactory supporting documents are received a photo/signature identification card in a laminated pouch will be issued to the applicant.

The authorisation and/or photo identification are non-transferable.

Use of unauthorised equipment, photography in unauthorised areas or failure to wear BWF issued photo identification as prescribed may result in the permission being immediately withdrawn and/or removal of the said person from the facility. Application forms are available from BWF.

On completion the forms should be forwarded to BWF no later than 14 days prior to the training session/event date.

Failure to supply the approved identification requirements or application within 14 days of the event will result in the application being refused.

No correspondence will be entered into. Any materials forwarded to the BWF supporting applications are non-returnable. Incomplete applications will be suitably destroyed by shredding immediately after the 14-day rule applies.