

Using images of people policy

Introduction

In this policy we use the word “images” to mean photos and video recordings of a person, as well as audio recordings of a person’s voice.

This policy is about how ASID takes and uses images of people.

This policy applies to contractors, volunteers, members, and people at our events.

ASID cares about the privacy of everyone. We want to make sure people agree that we can take and use images of them. We want everyone to know how we might use images of them. We want to make sure if we use images that we use positive images.

Giving permission (consent)

We don’t want to use images of people if they don’t want us to. We will only use images when people say we can.

We will ask people for permission to use images of them by getting them to

- fill in a form,
- tick a box on a form,
- or ask them to let us know if they don’t agree.

People can also let us know what they want using the ways they usually communicate, like talking, using signs and body language or using a communication aid.

If someone is under 18 years, we need to get permission to take and use images from their parent or guardian.

If someone is over 18 years but does not seem to understand about images being taken of them, we need to ask that person’s decision-maker or supporter for permission. We will do our best to find out what the person wants as well as asking their decision-maker or supporter.

Taking images of people

At an ASID event (including online events) we must make sure that everyone knows that images are being taken and why we are taking them. We must give everyone a way to let us know if

- they do not want us to take images of them
- ASID should not use images of them that we may have taken.

When we take images at an event, ASID will:

- let everyone know we are taking images
- give people a way to let us know not to take or use images of them

ASID can let people know they may be photographed by:

- putting up signs at an event; or
- telling people in information we give people about the event (e.g. in the registration form or advertising for the event); or
- making an announcement at the beginning of the event.

If possible, we will give people the choice to say no to having an image taken (e.g. by telling them before taking a photo). We will try to let people know about images we are taking so that people can leave if they don't want to be in them.

We will also give people a way to let us know that they don't want an image of them to be used. Some ways we may do this are:

- telling people a photo or recording is being taken so they can move, leave an event, or turn off their computer camera (for online events)
- putting up a notice at events with information about how people can let ASID know they don't want us to take or use images of them
- putting information in our advertising and registration forms for ASID events so people know we will be recording or taking images
- asking people to sign a form agreeing we can take and use images of them
- giving people an email address or a person to contact to let us know they don't want images of them to be taken or used

If we have used an image of a person, and they contact us and ask us not to use that image anymore, ASID will do our best to respect their wishes.

Using images

Images taken by ASID will be used to:

- show the good things that members do
- show off the services and activities of ASID to the wider community
- help the community to know more about intellectual disability
- record events to show the history of ASID

We will only use the images to show what ASID does. This might be on our website, in our newsletters, or on our social media. We might use images to advertise other ASID events or tell people about what ASID does.

We will make sure that the images we share show people and ASID in a valued and positive way.

ASID will not share or sell any images to anyone else for advertising or marketing. We will not release any images to other people or organisations not part of ASID unless the law says we must.

Copyright and managing images

If you give us permission to take and use images of you, this will apply to all images of you that are connected to ASID that we have taken or that have been shared with us.

All images taken on behalf of ASID are owned by ASID. It does not matter who owns the equipment used to record the images.

If images taken for ASID are taken on a personal camera or phone, the images must be deleted after they are sent to ASID for storage.

Example of a Public Notice

Photographs and video will be taken at today's event

(insert example image of photo)

ASID will use these images to show ASID in a positive way. This might be -

- for fundraising
- for publicity
- for social media
- for ASID reports
- for press releases
- for funding applications

ASID has a policy for how we use images of people from events, and will follow that policy.

If you do not want to be photographed, please tell an event organiser.

Image Consent Form

ASID takes and shares pictures, photos and recordings (**images**) of people at our events and activities. This form says how ASID will take and use images of you. ASID will always follow our policy about how we take and use images of people.

What ASID will do:

- We will only use images we take to show what ASID does. This might be on our website, in our newsletters, or on our social media. We might use images to advertise other ASID events or tell people about what ASID does.
- If you give us permission to take and use images of you, this will apply to all images of you that are connected to ASID that we have taken or that have been shared with us.
- ASID will not share or sell any images to anyone else for advertising or marketing. We will not release any images to other people or organisations not part of ASID unless the law says we must.
- Images we take will remain the property of ASID. Your personal details will not be used for any purpose other than for your image.
- We will make sure that the images we share show people and ASID in a valued and positive way.

If you agree:

ASID can take and use photos or recordings of you to show ASID in a positive way. This may show your image in public and online.

I understand, and I agree that ASID can take and use images of me.

Your name: _____

Your email: _____

Date: _____ Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

(if person is under 18 years of age)