

St Oswald's Church Media Policy

1. St Oswald's Church is here to serve the community and show forth the love of God in Jesus Christ. All the reasons we keep your personal data trace back, in the end, to our efforts to live out this mission day by day. We do our best to handle your data well.
2. This policy has also been designed to fulfil the legal obligations that we as a church have, particularly in relation to the General Data Protection Regulation (GDPR). The terms below concern photos and videos, but we also have a more general [Privacy Policy](#).
3. How we handle photos and videos is also important for Safeguarding and this policy should be read in conjunction with our [Safeguarding Policy](#). Additionally, the Church of England produces a [Parish Safeguarding Handbook](#) governing many aspects of good practice for working with children and young people and adults at risk, which covers photography and social media.
4. We store photos and videos for a variety of different reasons. These include: (i) enhancing the activities we do (e.g., live streaming services on our YouTube channel/Facebook page and by creating video presentations to show in services); (ii) creating a rich historical record of church activities; (iii) reporting back on activities to church members or the local community (e.g. Parish Magazine, Church website and Facebook Page); (iv) publicising future events; (v) information purposes (e.g., pictures of PCC members displayed in the Church lobby and on the Church website); (vi) fundraising; (vii) legal reasons.

5. Photos and videos might be taken in several different locations and contexts. We have different procedures for each of these cases.
 - i. At smaller church events e.g fundraising events in community halls we will display suitably prominent notices if photos are to be taken by the church and advise people of this verbally at the start of the event, giving them the opportunity to decline on an individual basis. When we transfer data from the camera to our main storage platform, we will review our photo consents and delete any media for which we do not have explicit consent.
 - ii. At events attended by children, we will take photos and/or videos of a child only with the explicit consent of a parent or legal guardian.
6. Photos may come into our possession in several different ways:
 - i. A representative of St Oswald's may take the photo. Typically, this might be an activity coordinator (e.g., Sunday Club leader) or designated helper and they will identify themselves at the start of the event. Since the act of taking the photograph constitutes "data storage", we will obtain consent before taking the pictures (except in case 5(i) and 5(ii) above, where consent might be retrospective).

- ii. Someone attending the activity may take the photo/video for personal reasons. This is allowed because the GDPR applies to organisations rather than individuals. We may then “adopt” the photo/video into our collection. If this happens by us requesting a copy of the media, then we will gain appropriate consent before we ask. Alternatively, if the photo or video is sent to us unsolicited (e.g., in an email) then we will seek appropriate consent as soon as possible and, if we don’t get the consent, we will delete the item from our storage.
7. We commit ourselves to handling your photo and video data well. This involves both storing them safely and controlling carefully who has access to the data.
8. We will store photos only on password protected devices and using password protected cloud storage (Wix Website Builder). Videos of past services are also available to view publicly on our YouTube channel St Oswald’s Church, Collingham with Harewood and our Facebook page Collingham with Harewood Parish.
9. All photos and videos stored by St Oswald’s will be accessible by the current incumbent. The PCC will also grant access to a minimal list of individuals to view and process images/photos consistent with the processing needed in Section 4 above.

10. A list of devices used to store images/photos and the individuals granted permission to process them can be found in Appendix 1. This list will be reviewed at 6 monthly periods at PCC meetings.
11. We will not share your photos or videos with others, publish them, or use them in any other way that would constitute disclosure without your explicit consent.
12. Photos and videos may be kept for different lengths of time, depending on which of the purposes in Section 4 above are relevant. The Church of England publishes [guidance on retention policies](#).
12. You have the right to withdraw your consent at any time by contacting our GDPR Officer at stoswaldsgdpr@gmail.com and we will destroy all copies we have of your photos/videos.
12. We will review this policy from time to time. If we make any changes, we will publicise them widely (e.g., via the church website and/or via email).

St Oswald's Church Media Policy Adoption & Review History

Policy adopted by PCC on 29.9.22

Policy to be reviewed by (insert date) 29.9.23

Permissions per Appendix 1 to be reviewed by 29.3.23

Appendix 1

Storage Device	Location	Access Permitted	Policy Read & Understood (Sign & Date)
PC	Vicarage	Revd Carolyn James	
IPad	Vicarage	Revd Carolyn James	
Audio Visual System PC	Church Vestry	Tim Wood	
		John Newby	
		Amy Lowe	
Wix Website System Files	Cloud Based	Rosemary Folkard	
		Amy Lowe	
		Revd Carolyn James	
		Tim Wood	