

Live Streaming and Photograph Policy

Guidelines for Recording, Broadcasting, and Photography within Flitwick Parish Church and its grounds.

Introduction

Flitwick Parish Church is committed to fostering a welcoming and respectful environment for all parishioners and visitors. In recognition of the growing use of technology for worship and community engagement, this policy outlines the appropriate procedures and considerations for live streaming, video recording, and photography during Church services and events.

Purpose

The purpose of this policy is to:

- Safeguard the privacy and dignity of all individuals attending services and events.
- Ensure compliance with data protection laws and best practices, including the General Data Protection Regulation (GDPR).
- Facilitate the responsible use of live streaming and photography to enhance community participation, particularly for those unable to attend in person.

Scope

This policy applies to all services, events, and activities taking place within the Parish Church premises and churchyard.

Live Streaming and Video Recording

- Live streaming and video recording of services or events must be authorised in advance by the Reverend Claire Harald (CH) or a designated Church official.
- Clear signage will be displayed at entry points to inform attendees that live streaming or recording is taking place and will identify areas which are image free. For the purposes of GDPR the basis for processing personal data arising from live streaming public services is that worshippers have chosen to make their religious affiliation public in attending public worship thus consent is not required but it will be ensured that everyone has the opportunity not to be filmed.

- The camera and recording equipment will be positioned to minimise the capture of individuals in the congregation, focusing primarily on the choir and officiants (all of whom by virtue of offering public worship have given implied consent to be filmed unless any are under the age of 18 in which case explicit consent will be obtained). Written consent will be obtained from any member of the congregation taking part in a service in a capacity where they will be prominent in the streamed video e.g. reading scripture and leading intercessions.
- Special care will be taken during sensitive moments (e.g., Holy Communion, private prayer) to avoid close-up shots of individuals and an alternative image will be used during the actual administration of Holy Communion. If there is a disruption of a service or a need to evacuate the building the live streaming will be halted.
- Recordings will be stored securely and retained only for as long as necessary for their intended purpose.
- Services and events will be livestreamed on the Flitwick Parish Church page on Facebook. Recordings will remain for 30 days after which they will be deleted by Facebook. Streamed data (and photographs) uploaded to Facebook and Instagram are covered by their own Data protection Policy and relevant legislation and whilst data can be deleted locally by site administrators and removed from view the files will be covered by the social media's provider's data retention policy.
- No texts other than those authorised by the Church of England will be used or where the appropriate consent has been obtained e.g. music copyright.
- Those that are unwell will not be named in prayers unless they have given consent.

Photography

- Photography during Church services is generally discouraged unless it is for official church purposes or with prior consent from CH. Photographs taken on behalf of the Church will be taken by a nominated photographer.
- Photographers must seek permission before taking close-up images of individuals or groups, especially children or vulnerable adults.
- Images intended for publication (e.g., on the church website, newsletters, or social media) require the explicit consent of those featured, or their parent/guardian if under 18.
- This Policy should be read in conjunction with the Church's Social Media Policy (published on the Church's website www.flitwickchurch.org).

Data Protection and Privacy

- The Church will ensure that all live streaming, recording, and photographic activities comply with the GDPR and other relevant data protection laws and in accordance with the Church's Data Privacy Notice which can be found on the Church's website at www.flitwickchurch.org.
- Personal data (including images and video recordings) will be processed lawfully, fairly, and transparently, with respect for the rights of individuals.
- Individuals have the right to withdraw consent for the use of their image at any time. Such requests should be made in writing to CH or the Safeguarding Officer ("the Right to be Forgotten"). The Church will establish an internal process to remove local and online files, supporting the Right to be Forgotten if urgent or new safeguarding incidents arise after assumed consent. All consent forms will be securely stored and held in accordance with the Church's Data Protection policies.

Children and Vulnerable Adults

- Additional safeguards are in place to protect children and vulnerable adults, including obtaining written parental or guardian consent before any images or recordings are made public.
- Written consent will be obtained from parents of children under 13, for children between 13-16 years old written consent will be required from parents and the children. For children aged 17 the child's consent will be obtained (informing parents where possible).
- No identifying information (such as full names or contact details) will be published alongside images or recordings of children or vulnerable adults.

Responsibilities

It is the responsibility of all church staff, volunteers, and visitors to adhere to this policy. Any concerns or breaches should be reported promptly to CH or designated official.

Policy Review

This policy will be reviewed annually or as required to ensure ongoing compliance with legal requirements and best practices. Updates will be communicated to the congregation in a timely manner.

Contact Information

For further information or to raise concerns regarding live streaming, recording, or photography, please contact Revd Claire Harald or the Parish Safeguarding Officer at the Church office.