



## 1. Purpose of this Policy

The purpose of this policy is to ensure that our members' privacy is respected with regard to photos and videos being taken and shared during W&D U3A branch and group activities. Additionally, that Group Leaders and Event Organisers are given the opportunity to approve photos/videos of their group or event before any material is uploaded to a public platform (e.g. website, video sharing site etc.).

It may be noted that the reason for photos and videos being published on particular platforms is to interest potential members to W&D U3A, encourage the learning and engagement of current members and to celebrate the achievements of the branch and its members.

## 2. Scope

This policy applies to photos and videos being taken and uploaded to:

- The W&D U3A website.
- Video sharing sites (e.g. YouTube).
- Social media platforms (e.g. Facebook).
- Messaging platforms (e.g. WhatsApp).

The above will be referred to collectively as 'platforms' in this document going forward.

This document does not describe mandatory regulations related to Data Protection or Copyright. This policy is subject to all such regulations as already required by the W&D U3A branch.

## 3. Guiding Principles

The guiding principles are:

- All W&D U3A members are able to provide their consent on any photos/videos that include themselves being made public via various platforms.
- Group Leaders and Event Organisers will approve photos/videos related to their groups/events being uploaded.
- Any member, Group Leader or Event Organiser can change their mind at any time. In which case, relevant photos/videos will be removed from the appropriate platform.
- At all times, members' rights to privacy and anonymity are respected.

- Personal information (e.g. addresses, phone numbers or email addresses) will not be published without explicit written consent by a member.

#### 4. Photographs & Videos at Events & Group Activities

At W&D U3A events and activities, Event Organisers and Group Leaders should:

- Inform attendees if photos/videos will be taken.
- If photos/videos are being taken, attendees should be advised where such material may be uploaded to.
- Check if anyone prefers not to be included. N.B. members must not feel they are being pressured into giving consent. Consent *must* be given freely. Verbal consent on behalf of the group/event can be given but ideally this should also be witnessed by another responsible person.
- Make reasonable efforts to avoid including those who opted out in any photos/videos.
- Make reasonable efforts to ensure that anyone who has opted out is still fully included in the event or activity (barring that of inclusion in photos/videos).
- Event Organisers and Group Leaders should be able to review any recorded photos/videos and give agreement before photos/videos are uploaded to a platform.
- In the circumstance where a member (other than a Group Leader or Event Organiser) wishes to record a video or take photos of an event or activity, with the intention of later uploading such material to a particular platform, they must advise the Group Leader or Event Organiser first.

#### 5. Published Content

The following applies to published content:

- Published photos/videos should be respectful and courteous to all W&D U3A members.
- Within reason, photos/videos should be reviewed, prior to platform upload, by the Event Organiser, Group Leader or other responsible person (e.g. Webmaster) to check that no individual who opted out has been accidentally included in the photos/videos.

- Once material has been published, members have the right to change their mind. Any member that features in such content can request to have the material taken down as promptly as is reasonably possible.
- Group Leaders and Event Organisers have the right to request published material, pertaining to their group or event, is also taken down as promptly as is reasonably possible.
- Published content is not expected to be monetised in any way on the uploaded platform. Should there be a legitimate reason to expect such content to be monetised, this must first be raised with the Committee for approval.

### **6. Complaints**

Should any member of W&D U3A have a complaint with regard to photos/videos published on various platforms, they need to advise their Group Leader, the Event Organiser or a Committee Member. Action on such complaints should reflect the privacy of the member, the principles of this policy and regulations related to Data Protection & Copyright that W&D U3A already adopts.

### **7. Review & Updates**

This policy may be reviewed every 3 years. Feedback from members is welcome, at any time, to ensure the policy remains fit for purpose. Feedback should be given via Committee Members or Group Leaders.

**Next Review Date: May 2029**