



PHOTOGRAPHY, VIDEO AND MEDIA CONSENT POLICY



CONNECT  GROW  THRIVE



RESPECT AND CHOICE

Ensuring everyone's
privacy and preferences
are respected.



SAFE AND RESPONSIBLE

Using photographs
and videos appropriately
to support our community.



CELEBRATING OUR COMMUNITY

Sharing positive stories
with consent to raise
awareness of our work.

Inspire Community Hub CIC

Photography, Video and Media Consent Policy

Version: 1.1

Organisation: **Inspire Community Hub CIC**

Approved by: **Director**

Date Approved: April 2026

Review Date: April 2027

Introduction

Inspire Community Hub CIC is committed to creating a safe, welcoming and inclusive environment where every individual is treated with dignity, respect and consideration.

Photography and video recordings play an important role in celebrating the activities, achievements and experiences of our community.

They allow us to share positive stories, promote inclusion, raise awareness of our work, celebrate individual achievements and demonstrate the positive impact of our community sessions.

We recognise that everyone has the right to privacy and to make informed decisions about whether their photograph, image or voice is recorded or shared.

This Photography, Video and Media Consent Policy explains how Inspire Community Hub CIC obtains consent, takes photographs, records videos, stores media and shares images responsibly.

The policy reflects our commitment to safeguarding, confidentiality, equality, dignity and the protection of personal information.

It should be read alongside our Safeguarding Adults and Child Protection Policy, Privacy & Data Protection Policy and Equality, Diversity & Inclusion Policy.

Purpose of This Policy

The purpose of this policy is to establish clear procedures for photography, filming and media use during Inspire Community Hub CIC activities.

The policy aims to:

- Protect the privacy, dignity and personal information of participants.
- Ensure that individuals understand how photographs and videos may be used.
- Promote informed and voluntary consent.
- Respect the wishes of individuals who do not wish to be photographed or filmed.

- Protect adults with disabilities and additional support needs from inappropriate or unauthorised media use.
- Provide clear guidance for volunteers, carers and visitors.
- Ensure photographs and videos are stored securely.
- Promote positive and respectful representation of our community.
- Support compliance with applicable UK data protection and safeguarding legislation.

Photography and filming must never compromise an individual's safety, wellbeing, dignity or right to privacy.

Scope of This Policy

This policy applies to everyone involved in Inspire Community Hub CIC activities, including:

- Participants attending community sessions.
- Carers, family members and support workers.
- Volunteers and staff.
- Directors and individuals acting on behalf of Inspire.
- Visitors, entertainers and external activity providers.
- Photographers, journalists and media representatives.
- Organisations working in partnership with Inspire Community Hub CIC.

The policy applies to photography, filming and audio recording undertaken during regular community sessions, special events, celebrations, outings, community fairs and other Inspire-related activities.

It also covers the use of photographs, videos and recordings on websites, social media platforms, printed materials, presentations and funding applications.

Our Commitment to Privacy and Dignity

Inspire Community Hub CIC recognises that every individual has the right to be treated with dignity and respect.

We understand that some participants may have disabilities, communication differences, additional support needs or personal circumstances requiring particular consideration.

Photography and filming must always be carried out sensitively and respectfully.

We will ensure that:

- Individuals are treated fairly and respectfully.

- Participation in photography or filming is voluntary.
- Individuals are not pressured to give consent.
- Personal boundaries and preferences are respected.
- Photographs and videos represent participants positively and appropriately.
- Individuals are not photographed or filmed in embarrassing, distressing or vulnerable situations.
- Personal or sensitive information is not unnecessarily disclosed.
- Individuals who decline consent are not excluded from activities or treated differently.

The wellbeing and dignity of participants will always take priority over promotional or publicity purposes.

Obtaining Photography and Media Consent

Inspire Community Hub CIC obtains photography and media consent through written consent forms and, where appropriate, verbal permission.

Individuals who are able to understand and make decisions about photography and media use will be supported to provide their own consent.

Consent must be freely given, informed, specific and clearly communicated.

Individuals should understand:

- Why photographs or videos are being taken.
- How the images or recordings may be used.
- Where they may be published or shared.
- Whether their name or other identifying information may accompany the material.
- That they can decline consent without affecting their participation.
- How they can withdraw consent for future use.

Where verbal consent is obtained, it must be recorded before identifiable photographs or videos are published.

The record should include the individual's name, the date consent was obtained, the intended use of the material and the name of the person recording the consent.

Consent for photography does not automatically authorise every possible use of an image.

Inspire will seek additional permission where a proposed use falls outside the purposes originally explained.

Photography and Media Consent Forms

Inspire Community Hub CIC uses photography and media consent forms to document participants' preferences.

Consent forms should explain the different ways photographs and videos may be used.

These include:

- Inspire Community Hub CIC's official website.
- Facebook.
- Instagram.
- TikTok.
- LinkedIn.
- Inspire's WhatsApp community group.
- Newsletters and community updates.
- Posters, leaflets and promotional materials.
- Banners displayed at community fairs and public events.
- Funding applications and impact reports.
- Presentations and community awareness events.
- Local newspapers and other external media coverage.

Where practical, individuals will be given the opportunity to agree to some uses while declining others.

Consent records will be stored securely and accessed only by authorised individuals who require the information for legitimate organisational purposes.

Consent preferences must be checked before photographs or videos are published or shared.

Consent and Adults with Additional Support Needs

Inspire Community Hub CIC supports adults with disabilities and additional support needs.

We recognise that some individuals may require additional time, accessible information or communication support when making decisions about photography and filming.

Having a disability or receiving support does not automatically mean that an individual lacks the capacity to provide consent.

Adults will be presumed to have capacity to make their own decisions unless established otherwise.

Where a participant is able to understand and provide consent independently, their decision will be respected.

Where additional support is required, Inspire may use:

- Clear and simple explanations.
- Accessible written information.
- Visual communication aids.
- Additional time to consider decisions.
- Support from a trusted person.
- Alternative communication methods.

Where an individual is unable to communicate their wishes clearly, Inspire may discuss photography and media use with their carer, family member, support worker or care home manager.

These discussions may help Inspire understand the individual's wishes, preferences, communication needs and circumstances.

However, carers, family members and care home managers do not automatically have legal authority to provide consent on behalf of an adult.

Where there is reason to believe an individual lacks capacity to make a particular decision, Inspire will follow the principles of the Mental Capacity Act 2005.

Any decision must consider the individual's wishes, feelings, rights and best interests, together with the applicable legal requirements.

Where appropriate authority or a lawful basis cannot be established, identifiable photographs or recordings will not be published.

Respecting Individual Choices

Participation in Inspire Community Hub CIC activities must never depend on agreeing to photography or filming.

Individuals have the right to decline photographs and recordings.

They may also request that particular photographs or videos are not shared publicly.

Inspire respects these decisions and will ensure that individuals are not pressured or treated differently because of their preferences.

Where someone does not wish to appear in photographs or videos, reasonable steps will be taken to respect their wishes.

Our preferred approach is to avoid photographing the individual or to crop them out of photographs intended for publication.

Where this is impractical, Inspire may use an emoji or another suitable method to conceal the individual's face.

However, this method will only be used where the individual cannot reasonably be identified through other features, clothing, surroundings or accompanying information.

If anonymity cannot be adequately protected, the photograph will not be published.

Staff and volunteers must ensure that photography restrictions are respected when selecting images for publication.

Photography During Community Sessions

Photography and filming may take place during Inspire Community Hub CIC's regular Wednesday sessions and special events.

Photographs may capture activities such as:

- Arts and crafts.
- Games and entertainment.
- Social interaction.
- Celebrations and special occasions.
- Community visitors and entertainers.
- Physical and wellbeing activities.
- Group activities and individual achievements.
- Community fairs and fundraising events.

Before taking photographs, staff and volunteers should consider whether photography is appropriate and whether the individuals involved have agreed to the intended use.

Photography must not interfere with activities or cause unnecessary discomfort.

Particular care should be taken when photographing individuals who experience sensory sensitivities, anxiety or discomfort around cameras.

Staff and volunteers must avoid:

- Photographing individuals without appropriate permission.
- Taking photographs during personal care or private activities.
- Capturing individuals in distress.

- Photographing confidential documents or personal information.
- Taking photographs that could embarrass or misrepresent someone.
- Sharing photographs without checking consent preferences.

Photographs should reflect the welcoming, inclusive and positive environment that Inspire aims to provide.

Photography by Staff and Volunteers

Photographs and videos for Inspire Community Hub CIC are primarily taken by the Director and authorised volunteers.

Inspire uses a dedicated mobile phone for organisational photography and video recording.

This helps separate Inspire's photographs and recordings from personal photographs and supports responsible information management.

Staff and volunteers must follow this policy whenever taking or handling photographs and recordings.

They must:

- Check consent preferences before taking or publishing photographs.
- Use the designated Inspire photography phone wherever possible.
- Respect participants who do not wish to be photographed.
- Avoid capturing confidential or sensitive information.
- Ensure photographs are suitable for organisational use.
- Transfer photographs securely to Inspire's designated storage folder.
- Report concerns about inappropriate photography or sharing.
- Obtain authorisation before publishing photographs through Inspire's official channels.

Photographs and videos must not be used for personal or unrelated purposes.

Volunteers must not publish identifiable photographs taken on behalf of Inspire through their personal social media accounts without appropriate permission and authorisation.

Storage and Security of Photographs and Videos

Inspire Community Hub CIC uses a dedicated mobile phone for photography and video recording during community sessions and events.

Photographs and videos are subsequently uploaded to a designated Inspire folder on a computer, where they are stored together in one location.

This arrangement helps Inspire manage its media files, maintain organisational records and reduce unnecessary distribution.

Reasonable security measures will be maintained to protect stored photographs and videos.

These include:

- Restricting access to authorised individuals.
- Protecting the computer and relevant accounts with appropriate security measures.
- Keeping media files in the designated Inspire folder.
- Avoiding unnecessary duplication of photographs.
- Preventing unauthorised sharing or access.
- Reviewing stored photographs periodically.
- Deleting photographs that are no longer required.
- Ensuring that consent records are stored securely.

Photographs should be transferred from the dedicated mobile phone to the designated storage folder as soon as reasonably practicable.

Once successful transfer has been confirmed, unnecessary copies should be removed from the phone, subject to any legitimate retention requirements.

Photographs and videos must not be retained indefinitely without a justified purpose.

Retention periods will reflect the reason the material was collected and applicable legal requirements.

Photography by Carers, Families and Visitors

Inspire Community Hub CIC recognises that carers, family members and visitors may wish to take photographs during sessions and events.

Personal photography is permitted where it does not compromise the privacy, dignity or safety of other participants.

Individuals taking photographs must respect the wishes of others.

Carers, families and visitors should not photograph or film other identifiable participants without appropriate permission.

They should not assume that attendance at an Inspire session constitutes consent to photography.

Where photographs include other participants, permission should be obtained before sharing them publicly or on social media.

Inspire may ask individuals to stop taking photographs or delete material where photography compromises privacy, dignity, safeguarding or the comfort of others.

Personal photography must not disrupt sessions or interfere with the enjoyment of activities.

Social Media and Website Publication

Inspire Community Hub CIC uses photographs and videos to celebrate community activities, share achievements and raise awareness of its work.

Photographs and videos may be published through Inspire's official:

- Facebook page.
- Instagram account.
- TikTok account.
- LinkedIn account.
- Website.
- WhatsApp community group.

Before publishing identifiable images, authorised individuals must check that the intended use is covered by appropriate permission and a valid lawful basis.

Photographs and videos must be reviewed to ensure that they:

- Respect individual consent preferences.
- Present participants positively and respectfully.
- Do not reveal unnecessary personal information.
- Do not disclose confidential or sensitive circumstances.
- Do not compromise anyone's safety or dignity.
- Are suitable for the intended audience and platform.

Names should not be published alongside identifiable photographs unless appropriate permission has been obtained and publication is justified.

Extra care must be taken when publishing information about disabilities, health conditions, care arrangements or other sensitive personal circumstances.

Once photographs or videos are published online, they may be copied, downloaded or shared by others.

Inspire will explain this limitation when seeking consent.

WhatsApp Community Group

Inspire Community Hub CIC uses WhatsApp to support communication and community engagement.

Photographs and videos from community sessions are occasionally shared within Inspire's official WhatsApp community group.

Although the group is intended for community members, material shared through WhatsApp may be saved, forwarded or redistributed by recipients.

For this reason, Inspire treats sharing identifiable photographs through WhatsApp as a separate form of publication.

Photographs and videos will only be shared where the intended use is appropriately authorised.

Group members will be encouraged to respect the privacy of others and avoid forwarding photographs or videos outside the group without permission.

Inspire may remove inappropriate material and address concerns where group members share content that compromises privacy or safeguarding.

Photography for Funding Applications and Reports

Inspire Community Hub CIC may use photographs and videos to demonstrate the impact of its activities when applying for funding or reporting to funders.

Photographs may help illustrate:

- Community participation.
- Inclusive activities.
- Individual and group achievements.
- The development of Inspire's services.
- The benefits of social interaction.
- The positive impact of funding.

Photographs and videos will only be included where appropriate permission has been obtained and the intended use is lawful.

Sensitive personal information will not be disclosed unnecessarily.

Where possible, Inspire will avoid including identifiable information that is not relevant to the purpose of the application or report.

Additional permission will be sought where a proposed use falls outside the purposes originally agreed.

Photography for Promotional Materials and Community Fairs

Inspire Community Hub CIC may use photographs and videos in promotional materials designed to raise awareness of its work.

These may include:

- Posters.
- Leaflets.
- Newsletters.
- Promotional banners.
- Displays at community fairs.
- Presentations.
- Community awareness events.

Photographs selected for promotional materials must respect individual consent preferences and present participants positively and appropriately.

Particular consideration must be given to photographs used on banners or printed materials that may remain in circulation for extended periods.

Inspire will explain relevant uses when seeking consent and will take reasonable steps to prevent future use where permission is withdrawn.

External Visitors, Entertainers and Media Representatives

Inspire Community Hub CIC occasionally welcomes external visitors, entertainers, activity providers and community organisations.

These visitors may wish to take photographs or videos during their activities.

External visitors may take photographs where appropriate permission has been obtained and Inspire has authorised the activity.

Visitors must respect the privacy, dignity and consent preferences of participants.

They must not assume that permission to attend or deliver an activity automatically provides permission to photograph participants.

Where visitors wish to share photographs on their own websites or social media accounts, they must obtain appropriate permission for that use.

Inspire may provide guidance or impose reasonable restrictions to protect participants.

External media representatives, including journalists and photographers, must follow appropriate safeguarding and privacy arrangements.

Where photographs, interviews or recordings are intended for external publicity, separate permission may be required.

Photography Involving Children

Inspire Community Hub CIC primarily provides community activities for adults aged 18 and over.

Children do not ordinarily attend Inspire's regular community sessions.

However, children may occasionally attend special events or community activities.

Additional care must be taken when photographing or filming children.

Identifiable photographs or videos of children must not be used for promotional purposes without appropriate permission from a person with parental responsibility and consideration of the child's own wishes and understanding.

Where a child is old enough to understand the decision, their views should be taken into account.

Photography must not compromise a child's safety, dignity or welfare.

Children should not be identified through unnecessary personal details.

Where there are safeguarding concerns or uncertainty about permission, photographs or recordings must not be published.

Safeguarding and Appropriate Photography

Photography and filming must be consistent with Inspire Community Hub CIC's safeguarding responsibilities.

Staff and volunteers must remain alert to situations where photographs or videos could place an individual at risk.

This may include circumstances involving:

- Domestic abuse or personal safety concerns.
- Individuals who require their location to remain confidential.
- Safeguarding restrictions.
- Unwanted identification or publicity.
- Distressing or inappropriate images.
- Unauthorised recording or sharing.
- Images that could expose an individual to exploitation, harassment or discrimination.

Any concerns about the misuse of photographs or videos must be reported promptly to the Director or the appropriate safeguarding lead.

Where a safeguarding concern arises, Inspire will follow its safeguarding procedures and consider whether external advice or referral is necessary.

Withdrawal of Consent

Individuals who have provided consent for the use of photographs or videos may withdraw that consent at any time.

Inspire Community Hub CIC respects individuals' wishes and recognises that personal circumstances or preferences may change.

Requests should be directed to Inspire using the contact details provided in this policy.

Where consent is withdrawn, Inspire will stop future processing that relies on that consent and take reasonable steps to remove relevant material from platforms and materials under its control.

This may include:

- Removing photographs from Inspire's website.
- Deleting relevant social media posts.
- Stopping future use in promotional materials.
- Removing photographs from organisational storage where appropriate.
- Updating consent records to reflect the individual's wishes.

Withdrawal of consent does not automatically make earlier processing unlawful.

Inspire cannot guarantee the removal of photographs or videos that have already been copied, downloaded, printed or shared by third parties.

However, reasonable steps will be taken to respond appropriately to withdrawal requests.

Requests for Removal of Photographs or Videos

Inspire Community Hub CIC respects the wishes of individuals who do not want their photographs or videos shared publicly.

Where an individual requests the removal of a photograph or video, Inspire will aim to remove the material promptly from platforms and channels under its control.

Requests may relate to:

- A photograph being published without appropriate permission.
- An image causing embarrassment or distress.

- Concerns about personal safety or privacy.
- A change in personal circumstances.
- Withdrawal of previously provided consent.
- Incorrect or misleading information accompanying an image.

Requests will be handled sensitively and respectfully.

Where appropriate, material may be temporarily removed while concerns are considered.

Requests involving safeguarding concerns will be treated as a priority.

Where a request involves personal data rights, Inspire will respond in accordance with applicable data protection legislation.

Data Protection and Legal Responsibilities

Inspire Community Hub CIC recognises that identifiable photographs, videos and voice recordings may constitute personal data.

The collection, storage, use and publication of such material must comply with applicable UK data protection legislation.

Relevant legislation includes:

- The UK General Data Protection Regulation (UK GDPR).
- The Data Protection Act 2018.
- The Mental Capacity Act 2005.
- The Equality Act 2010.
- The Human Rights Act 1998, where applicable.

Inspire will ensure that personal data is processed fairly, lawfully and transparently.

Appropriate lawful bases will be considered for different types of processing.

Where consent is used as the lawful basis, individuals must be able to withdraw it.

Photographs and videos revealing sensitive personal information may require additional safeguards and an appropriate condition for processing special category data.

This policy should be read alongside Inspire's Privacy & Data Protection Policy.

Roles and Responsibilities

The Director

The Director has overall responsibility for ensuring that Inspire Community Hub CIC follows this policy.

Responsibilities include:

- Overseeing photography and media practices.
- Ensuring appropriate consent procedures are maintained.
- Authorising publication where required.
- Addressing complaints or concerns.
- Reviewing safeguarding and privacy risks.
- Ensuring that volunteers understand their responsibilities.
- Reviewing the policy regularly.

Volunteers

Volunteers are responsible for:

- Following this policy.
- Respecting individuals' choices.
- Checking consent before publishing photographs.
- Using the designated Inspire photography phone where appropriate.
- Recording verbal consent where required.
- Using authorised storage and sharing arrangements.
- Reporting concerns promptly.
- Protecting confidential and sensitive information.
- Avoiding unauthorised use of images and recordings.

Participants, Carers and Visitors

Participants, carers and visitors are encouraged to:

- Respect other people's privacy.
- Seek permission before photographing others.
- Avoid sharing photographs without appropriate permission.
- Raise concerns where necessary.

- Follow reasonable guidance provided by Inspire volunteers.

Complaints and Concerns

Inspire Community Hub CIC welcomes feedback and concerns about photography, filming and media use.

Anyone who believes that their photograph or personal information has been used inappropriately is encouraged to contact us.

Concerns will be handled sensitively and respectfully.

Where appropriate, Inspire may:

- Review the circumstances of the photograph or recording.
- Check the relevant consent records.
- Remove or restrict access to material.
- Speak with individuals involved.
- Review organisational procedures.
- Take steps to prevent similar concerns arising.

Individuals also have the right to raise concerns about personal data processing with the Information Commissioner's Office (ICO).

Contact Us

For questions about photography, media consent, withdrawal of permission or requests for image removal, please contact:

Inspire Community Hub CIC
Bicester, Oxfordshire

Email: info@inspirecommunityhub.org

Website: inspirecommunityhub.org

We will aim to respond to enquiries within a reasonable timeframe.

Policy Monitoring and Review

This policy will be reviewed annually or sooner where there are significant changes to legislation, safeguarding guidance, organisational activities or media practices.

The Director is responsible for overseeing the review and ensuring that the policy remains appropriate, effective and consistent with Inspire Community Hub CIC's commitment to privacy, dignity and inclusion.

Feedback from participants, carers, volunteers and other stakeholders may be considered as part of the review process.

Policy Approval and Authorisation

This Cookie Policy has been reviewed and approved by the Director of Inspire Community Hub CIC.

Approved by: Kanval Fatima

Position: Director

Date Approved: 8th April 2026

Next Review Date: April 2027

Signature: 