



松濤館流空手組合国際

Photography Policy

(Protection children and other vulnerable groups)

1. Introduction

Photography of young Karateka at SKKK or associated events is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families.

As well as these statutory rights, restrictions on photography arise from issues of child protection.

1.1 Definitions

'Photography' includes photographic prints and transparencies, video, film and digital imaging.

'Events' means any function, meeting, training session or competition of any nature, whether organised, supported or sponsored by the SKKK by any means whatsoever, wherever children or young people or other vulnerable groups are the responsibility of SKKK or their officers.

'Parent' means any person with parental rights and responsibility in relation to a child or young person.

1.2 Intent of policy

This document is intended to:

- Facilitate photography for the business purposes of SKKK.
- Respect the rights of the individual.
- Safeguard and protect children and young persons.
- Allow personal family photography wherever possible.

1.3 Recognition

SKKK makes it clear that it recognises the issues of child protection and personal privacy. A policy aimed at safeguarding children and other vulnerable groups exists and is available from the SKKK Head Office.

1.4 Sensitivity

Sensitivity is as important in dealing with photography as it is in processing any other data. Court cases have occurred because of the inappropriate use of photographs.

1.5 Limitations

Within the SKKK Safeguarding and protecting vulnerable group's policy there are guidelines and procedure regarding the use of photography. This includes the use of mobile camera phones, during such events as aforementioned, by competitors and athletes in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of others.

2. Photography by SKKK Officers

2.1 Use of photography within the SKKK

The business of SKKK can involve SKKK staff in the photography of children and young persons in relation to:

- Administration (ID badges etc)
- Coaching and training aid
- Advertising, Publicity and Promotional works.

Copyright and the use of this photography is carefully controlled by SKKK and is retained safely by SKKK or issued to the child or young person concerned or safeguarded by an officer of SKKK.

2.2 Annotation

Photography held by SKKK must be annotated with the date on which they were taken and stored securely. They should not be normally used other than for their original purpose, unless permission of the subject is obtained.

2.3 Destruction of photographs

Photographs must be destroyed or deleted from databases once they are no longer required for the purposes in which they were taken. A photograph taken for identification purposes may be retained for several years, but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of SKKK, its members and activities and the community may be retained indefinitely.

3. Photographs by other Authorised Agencies

3.1 Involvement

The involvement of other agencies may only be authorised by SKKK. Other agencies might include:

- Commercial photographers commissioned by SKKK. Copyright rests with the photographer.
- The press and other media. Copyright rests with the photographer.
- Officers of SKKK. Copyright rests with SKKK.

3.2 Purpose

The purpose of the photography must be explained to the parents of the child and or the young person themselves if over the age of 16years and written permission sought on each and every occasion.

No Child or young person should be subjected to any photography unless written permission has obtained.

3.3 Agencies

Parents should be made aware that where team or group photography is taken by a commercial agency the photographer retains the copyright. Parents therefore must be given details of the agency used.

3.4 Identification

A photo identification card will be issued and must be worn at all times and separate identification carried, by the agency personnel at all times, on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event

The identification card is non transferable.

4. Parental Photography

4.1 Definition

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

4.2 Limitations and scope

Where practical, arrangements should allow photography to be taken by parents and others attending such events. Photography will not be permitted where the smooth running event and/or health and safety of persons is or may be compromised

4.3 Forms

A pro-forma (appendix 1) shall be issued to parents and young persons upon first registration to SKKK Team or Squad status and renewed annually detailing their permission/non permission for SKKK Officers, Authorised Agencies and Parental photography purposes.

4.4 Exclusions

Parental photography must not include any child or young person whose parent has refused permission for any reason. This may mean offering photography opportunities before or after the event for those who wish to be involved. Parental photography is secondary to the main aims and purposes of events and must not be allowed to interfere with the opportunities for the child or young person to participate.

4.5 Identification

An identification band will be issued and must be worn at all times and separate identification carried, by the applicant at all times, on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event. The identification card is non transferable.

4.6 Copyright

Commercial copyright in a performance will normally exclude any audio or video recording by the public (other than by SKKK for internal purposes) and for those events parents and their guests, and spectators must be informed that the infringement of copyright is strictly forbidden.

5. Spectator Photography

5.1 Permissions

Any person requesting to take photography at any SKKK or Associated event, as a spectator shall only do with the permission of SKKK having completed the required application form and is on a per event basis and returned it together with the stated fee within the specified time. (Appendix 2)

5.2 Identification

Identification will be required to process the application. SKKK reserved the right to refuse any application without reason being given. The identification band if issued must be worn at all times and separate identification carried, by the applicant on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event. The identification card is non transferable.

Parental Consent Form for the use of photography of children and young persons

Children and young persons are photographed in connection with SKKK:

- Administration (ID badges etc)
- Coaching and training aids
- Advertising, Publicity and Promotional works.

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

We may require on a per event basis your permission for photography to be taken.

'Photography' includes photographic prints and transparencies, video, film and digital imaging.

'Events' means any function, meeting, training session or competition of any nature, whether organised or supported or sponsored by SKKK or their Association members by any means whatsoever, wherever children or young people are the responsibility of SKKK, their staff or members or their Associations staff or members.

I give / do not give (delete) permission for photography of my child to be taken by authorised personnel for or on behalf of the SKKK.

(Child's name): _____

Signed: _____

Name: _____
(Parent/Guardian)

Date: _____

Application for use of Photography Equipment

NO PERMIT WILL BE PROCESSED UNLESS SUPPORTED BY PROOF OF SIGNATURE AND PHOTOGRAPH (i.e. photocopy of passport details, signed declaration on reverse of passport sized photograph, drivers licence) and remittance of £5. Cheques should be made payable to SKKK-Shotokan.

Name: _____

Date of birth: _____

Address: _____

_____ Post code: _____

Telephone Numbers:

Home: _____

Mobile: _____

Photo Identity supported by enclosed photocopy of:

- Photo Driving Licence .
- Driving Licence .
- Warrant card .
- Passport .
- Other .
- Please specify _____

Proof of Signature supported by enclosed photocopy of:

- Photo Diving Licence .
- Driving Licence .
- Warrant card .
- Passport .
- Other .
- Please specify _____

Equipment you wish to use: _____

Name of person/s you wish to record: _____

Relationship to them: _____

Reason the images are being recorded: _____

Date of the Event: _____

Location of the event: _____

Start time: _____ Finish time: _____

Area at the event you request access to: _____

(This may not be permitted)

Declaration:

I confirm that the personal details and material supplied in support of this application are correct and a true likeness of myself. Any images I record will only be used for the reasons stated on this form. I understand that I will have to cease immediately should any person or Event Official object to or express concern as to the image recording taking place, until the matter can be investigated.

I understand that failure to supply the required identification, remittance or completed application form within 14 days of the event will result in the application being declined. Any materials forwarded to the SKKK supporting this application are non returnable and retained by the SKKK for 12 months and destroyed thereafter. No correspondence will be entered into.

Print name: _____

Signature: _____

Date: _____