

MEI Photography Permission Policy

This policy refers to all events organised by, or on behalf of MEI, for students under the age of 18, including those organised by Area Coordinators and Associates. It also applies in cases where some, but not all, students attending are aged 18 and over.

'Photography' refers to any photographs or other images such as video recordings, taken with any device including mobile phones. This document has been drafted to align with the [NSPCC guidance](#).

On occasions MEI may send a professional photographer to events to take pictures for stock images and publication or to record videos; on these occasions an enhanced level of permission should be sought. There is a different permission form for this purpose as is explained below.

Potential risks

Some of the potential risks of photography and filming at events include:

- students may be identifiable and the context of the photograph may mean that personal information could be inferred from it, for example the school they attend;
- direct and indirect risks to students when photographs are shared on websites and in publications alongside personal information;
- inappropriate photographs or recorded images of students;
- inappropriate use, distribution, adaptation or copying of images.

Photography guidance

The taking of photographs of students at events should be kept to a minimum. If photographs are to be taken, then permission needs to be obtained and verified for each student attending. If any student has not given permission, then the organiser should ensure that no photos are taken at that event that could inadvertently feature such a student. Do not upload any images to social media accounts (there may be occasions where video will be used and images uploaded to the official MEI and AMSP accounts but separate permission will be obtained for this and this will usually be for a specific purpose, for example a PD video).

If an organiser wishes to take photographs of students at an event:

- they would normally use the MEI Photography Permission Form (MEI Form 0133 – see appendix 9a) to obtain consent from parents / guardians for a student to be photographed. This form will make clear the reasons why the photographs are being taken. It will also obtain the student's permission to use their image and explain how the images will be used. Students should be allowed the opportunity to 'opt out'. Each event will have an ID (allocated by GEMS) and this should be used to label the images; if there is no such ID then the images should be labelled to reflect the date, location and event.
- they can use the MEI Photography and Video Permission Form (MEI Form 0134 – see appendix 9b) for photo/video shoots which have been pre-arranged with a school/college;
- only take photographs of children in suitable clothing to reduce the risk of inappropriate use, avoid skimpy clothing and large areas of exposed skin;

- do not use student's names or individual personal information in photograph captions; be aware of name badges and other items that might identify a student;
- photography sessions outside of organised events, such as at the child's home, are not permitted;
- if an event is being jointly held with another institution, such as a host university, who wish to use photographs of the students, then that institution needs to seek permission for their use separately; do not pass images onto third parties.

Storage of images

Photographs and videos and other media in which individuals can be identified are viewed legally as personal data, and must be taken, stored and used in line with MEI's GDPR Policy. This means:

- They can be used only for the purpose they were taken, and no other purpose.
- They must not be held longer than necessary.
- They must be destroyed if the student or parent asks for them to be destroyed.
- They must be held, and disposed of, securely.

It is preferable to use institutional cameras and devices to take photographs rather than personal equipment, but it is where the images are stored that is the main consideration. Images should not be stored permanently on devices or on mobile phones.

It is suggested that those running events use an SD card for storing images. This means that a personal device could be used as the photographs could be saved directly to the SD card, not on the device.

Images of children must be kept securely and must not be shared with others outside of MEI. Small numbers of images may be emailed for the purposes of writing newsletters, for example.

Once the images have been used for their intended purpose, they should be deleted. There is no need to retain images in the long term if they are no longer being used. Stock images may be kept for a maximum period of 24 months.

Do not print hard copies unless it is part of a recognised publication such as a brochure or newsletter.

MEI Stock Photographs and Competitions

From time to time MEI may wish to take photographs of events for the purpose of using the photographs for significant publications. A stronger level of permission will be sought for such events and the MEI Photography and Video Permission Form (MEI Form 0134– see appendix 9b) will be used. On occasions pictures of the competition winners, along with their names will be published and individual permission will be sought for this by writing to the individuals concerned.

Appendix 9a (MEI Form 0133)

MEI Photography Permission Form

Dear Parent/Guardian/Carer

We are looking forward to welcoming your child to the <event> on: <date> at <venue>.

This event involves a range of mathematical workshops and activities, and offers students the opportunity to share in their enjoyment of mathematics. Photographs of students participating may be taken and may be used in news items and reports about the event and to publicise similar events in the next 24 months.

MEI's Photography Permission Policy is available <http://mei.org.uk/safeguarding> . Images are stored according to current data protection regulations. Images may be used by MEI in print or online.

If you are happy for your child to have their photograph taken, please sign below. We also request that your child provides their own consent by signing below.

Yours sincerely

<Name of event organiser>

Conditions for use of photographic images:

- 1 If we use photograph of individuals or small groups of young people, we will avoid using their name or personal details in the accompanying text or caption. We may use group photographs with very general captions.
- 2 You may withdraw your consent at any time by writing to MEI, Monckton House, Epsom Centre, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG.
- 3 MEI cannot accept any liability for any loss, damage or personal injury, howsoever caused, through use of the images by third parties.

Please detach and complete the reply slip below and return to school.

Name of student: _____

I hereby give permission for the student to take part in the event on <date> at <venue>.

I also give permission for photographs of my child to be taken and used in reports about the event and to publicise future such events in the next 24 months.

Signature of Parent/Guardian: _____

I consent to allowing my photograph to be taken at the above event.

Signature of student: _____

Appendix 9b (MEI Form 0134)

MEI Photography & Video Permission Form

Dear Parent/Guardian/Carer

We would like your child to take part in a photography shoot and/or the filming of a video.

Photographs and videos of students participating in different activities will be taken. These may be used for marketing and publicity purposes, including in brochures and on websites, and for the professional development of teachers. The images may be retained for a period of 36 months and used as stock images to publicise future events.

MEI is an educational charity. MEI's Photography Permission Policy is available at <http://mei.org.uk/safeguarding> and images are stored according to current data protection regulations. If you are happy for your child to have their photograph taken or be filmed and for the images or video to be used as stated, please sign below. We also request that your child provides their own consent by signing below.

Yours sincerely

<Name of event organiser>

Conditions for use of photographic images:

- 1 If we use photograph of individuals or small groups of young people, we will avoid using their name or personal details in the accompanying text or caption unless we have sought specific permission to do this. We may use group photographs with very general captions.
- 2 You may withdraw your consent at any time by writing to MEI, Monckton House, Epsom Centre, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XG.
- 3 MEI cannot accept any liability for any loss, damage or personal injury, howsoever caused, through use of the images by third parties.

Please detach and complete the reply slip below and return to school.

Name of student: _____

I give permission for photographs and video recordings of my child to be taken for publicising future events, in marketing and in professional development materials. This includes the use in brochures, on websites. I understand that images may be retained for a period of 36 months and used as stock images to publicise future events.

Signature of Parent/Guardian: _____

I consent to allowing my photograph to be taken or to being video recorded at the above event.

Signature of student: _____