

Sutton Vineyard Photos and Video Policy

Sutton Vineyard take photos and record video footage during its Church services and associated ministry events in order to promote and celebrate the life of the Church. In addition Sutton Vineyard live stream it's Church services on to an online platform.

Photos and video footage of an individual is personal data. Images and video footage that can identify an individual's religious belief is classed as special category data.

Sutton Vineyard have developed this policy to provide a guideline to be compliant with GDPR (General Data Protection Regulations).

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter.

Photos and Video Footage of Adults

Sutton Vineyard need to ensure they have written or verbal consent from any individual where an image or video footage clearly identifies that individual before it is used.

In some cases, it is not practical to obtain individual consent, for example in large group shot situations, and therefore a clear Privacy Notice will be reasonable.

Photos and Video footage will be taken by staff members, or by an approved member of the media team.

Photos and video footage may also be passed on to Sutton Vineyard through ministry leaders who will ensure correct consent has been provided.

Photos and Video Footage of Children (under 18 years of age)

Sutton Vineyard will ensure they have written parental consent for all children for any photo or video footage before it is used.

When group photos are taken which includes children where consent has not been provided, Sutton Vineyard will look to seek consent before using the image or look to obscure the image of that child before it is used.

All photos and video footage will be taken by staff members, a ministry leader or assigned team member or approved member of the media team.

Privacy Notice

All those in attendance at Sutton Vineyard events must be informed

- that photos and video footage are being taken
- the reason why they are being taken and how they will be used
- who to contact if they have an objection or wish to complain

The privacy notice can be displayed in a number of ways based on the event. These include

- sending an email/letter in advance
- displaying a notice
- making an announcement

Consent

Sutton Vineyard should ensure they take the necessary steps to obtain consent. This can be done

- In advance via an online form
- In advance through a sign-up sheet
- Asking an individual before a shot is taken
- Asking an individual after the event where a shot has been taken
- Making an announcement before a group shot is taken

At any point an individual can withdraw consent by contacting admin@suttonvineyard.org requesting the removal of a photo or video footage and Sutton Vineyard will be responsible for permanently deleting.

Security

Sutton Vineyard are committed to protecting individuals' personal data and therefore will ensure photos and video footage are

- uploaded and stored securely on to an external/cloud based drive
- password protected
- deleted from original file saving device
- only shared with relevant staff and ministry leaders

Retention

Sutton Vineyard will retain an image or video footage long enough to fulfil the purpose for which they were collected.

Many images and video footage will be retained for historical purposes, others should be deleted no later than 5 years after the event

Sunday Services

During Sunday Services, Sutton Vineyard will video and live stream the whole service and relay footage, take photos and record video footage of the ministry updates and the sermon which includes the Bible reading and worship. Sutton Vineyard will also take photos and record video footage of Sunday teams and the congregation before, during and after the service.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

A Privacy Notice will be displayed at the back of the Church.

The preaching team, the lectern team, worship team, ministry leaders and sharers will be informed and asked to provide prior consent for the use of an image or video footage. Any other images and video footage, which clearly identifies an individual, consent must be provided at the time or afterwards.

All photos and video footage will be taken by Staff or members of the media team who will easily be identifiable by wearing a team T-shirt.

Sutton Vineyard will not stop any individual from taking photos or video footage during a Sunday Service but will monitor this on a needs basis.

Special Sunday Services

In addition, at special services, such as Baptisms, Dedications/Christenings Sutton Vineyard will take photos and record video footage of testimonies and the baptisms, dedications and christenings.

In addition, photos and video footage will be collated and given to the individual or families involved in the service for their memories.

Those directly involved will be made aware in advance and asked to provide prior consent for the use of an image or video footage.

Sutton Vineyard will not stop any individual from taking photos or video footage during these services but an additional announcement will be made to highlight that they should seek consent if they wanted to share those photos online.

Kids

During Kids whether on a Sunday or at a social event, Sutton Vineyard will take photos or video footage of the different activities involved.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church

A privacy notice will be included as part of the Kids registration form and written parental consent will need to be provided for all children.

Kids team leaders will be informed and asked to provide consent at the time or afterwards of any image or video footage which clearly identifies them.

All photos and video footage must be taken by a staff member or an assigned member of the kids or media team. This should be made aware at the time of photos been taken. Once these have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use

Youth

During Youth, whether on a Sunday, at a social event or residential trip, Sutton Vineyard will take photos or video footage of the different activities.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church

A privacy notice will be included as part of the Youth registration form and written parental consent will need to be provided for all children.

Youth team leaders will be informed and asked to provide prior consent for the use of an image or video footage which clearly identifies them.

All photos and video footage must be taken by a staff member or an assigned member of the youth or media team. This should be made aware at the time of photos been taken. Once these have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use.

Church Ministry Events / Community Ministries / Courses

During church ministry events, community ministry events and courses, Sutton Vineyard will take photos or video footage of the event.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

Sutton Vineyard understands the sensitive and complex nature of those attending the different events and will be respectful of taking photos and video footage of people directly.

A privacy notice will be provided, which will be different for each event, and the person assigned to take photos and video footage should make it clear to those in attendance. Once these images and video footage have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use.

Sutton Vineyard will monitor other individuals taking photos and depending on the event, if it is appropriate. It must be made clear to those in attendance that they are not official Sutton Vineyard photos.

Sutton Vineyard will seek to get consent from ministry leaders and team members but will rely on the ministry leader ensuring they have correctly given a privacy notice and obtain additional consent in order to use any image and video footage which clearly identifies an individual. Any image and video footage of children must have written parental consent.

Mission Trips

During Mission Trips and associated events in the run up to the trip, Sutton Vineyard will take photos or video footage of the events and trip.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

A privacy notice will be included as part of the mission application and will be asked to provide prior consent for the use of an image or video footage.

All photos and video footage must be taken by a staff member, an assigned member of the media team or by members of the mission team. Photos that are passed on to Sutton Vineyard they should be deleted and not used for personal use.

Social Events / Activity Groups

During Sutton Vineyard Social events, Sutton Vineyard will take photos or video footage of the event.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

A privacy notice will be provided, which will be different for each event, and the person assigned to take photos and video footage should make it clear to those in attendance. Once these images and video footage have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use.

Consent must be provided in order to use any image and video footage which clearly identifies an individual. Any image and video footage of children must have written parental consent.

Photoboosts

During some Sutton Vineyard Events, Sutton Vineyard set up a photobooth to take staged photo shots.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

Additionally, photos are collated and given to the individual or families involved in the photobooth for their memories.

A privacy notice will be provided, and we will ask those who take the opportunity to use the photobooth to provide consent in order to use the image. Any image of children must have written parental consent.

All photos will be taken by Staff or members of the media team who will be easily identifiable by wearing a team T-shirt or by the use of a computer programme that enables the photos to be taken automatically at the touch of a button pressed by a person in the shot.