

# **Calderdale Theatre School**

## **Taking, Using and Storing Images Policy**

### **Consent for images**

Images includes photographs and video clips. Parental approval is sought for CTS to use anonymous images of their child individually or as a group for promotional purposes. Images may be published in paper format or on the website, Facebook or Instagram, as well as displayed within venues, in programmes for productions or in newspapers and magazines available to the public.

### **Use of images**

Images will only be used for internal displays, communicating with the general public via website and social media and marketing the organisation.

Images used for displays and communication purposes will not identify an individual but name the event and the year and will always be used in their proper context

### **Storage and Review of images**

Paper copies of photographs are stored securely where members of the public do not have access. On computer images are stored in password protected files and deleted when no longer required.

Some images of productions are retained for archive purposes.

Images taken on the personal mobile phones of workshop leaders during rehearsal or on organised trips are immediately uploaded to a password protected CTS drop box and then deleted from the phone.

### **Use of cameras by parents and guardians**

Parents are welcome to take images of their own children taking part in CTS events. However, we ask them not to take images of other young people without the prior agreement of that child's parent.

Approved by the trustees and last reviewed August 2022