



## PHOTOGRAPHY AND FILMING POLICY

MLTC strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the policy of MLTC for the capture and use of photographic, video or other images at the tennis club. For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms.

MLTC is keen to promote positive images of individuals playing tennis and is not preventing the use of photographic or videoing equipment. However, please be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage.

MLTC will only permit the following groups of people to capture images of adults and children at the tennis club:

- Official Media Outlets (such as local newspapers) who should be easily identifiable and follow the requirements of this policy.
- A designated member of MLTC taking pictures such as at the Finals Day, junior fun events and the member should be easily identifiable.
- Images captured by a parent/legal guardian or close family member for personal use. However this should not be with photographic equipment with lenses of more than 300mm when extended.
- Images captured by any adult members of other adult members, with their verbal consent, for personal use.

When official photography is taking place at the club individuals will be informed in advance and a sign informing players/spectators that photography is taking place will be displayed at the event. Written consent will be obtained from individuals or their parent/guardian if they are under 18 years old before taking and using an image. At some events, wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. **It may not be reasonable, practical or proportionate to secure consent for every participating child or adult in order to take such images.**

Individuals must not hold themselves out to be the designated MLTC photographer unless they have been appointed to do so by a member of the committee or the Administrator.

Where a player, parent or coach requests to film their match for video analysis purposes, the following must be adhered to:

1. The images are captured with the express permission of:
  - a. The relevant player(s); or



- b. Where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent or legal guardian of the relevant player(s); and
2. The photographer or videographer has notified the Club administrator in advance and has obtained the relevant permissions (from parent or legal guardians if under 18).

## **IMAGE AND VIDEO CONTENT**

All individuals featured in photographs or film captured must be:

- Appropriately dressed with clothing covering their torso from their neck to their thighs (e.g. a t-shirt and shorts or skirt). Images of individuals in a state of undress, such as whilst they are changing before or after a match should not be captured or shared in any circumstance.
- In groups with other children or adults where possible.
- Representative of diversity across tennis with regard to age, gender, ethnicity and disability.

When publishing images in publicity material, online, in print and/or on social media the LTA advises thought to be given to the selection of images used. It is advisable not to use the full name of an individual featured or any other additional detailed information, and consent should be obtained from that individual in advance.

MLTC reserves the right to ask for photographs or film to be deleted and/or removed from internet sites or social media platforms.

There is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, players and parents/guardians should consent to this image capture and be made aware that this is part of the coaching programme and that material will be stored securely and deleted or destroyed when requested or no longer needed.

## **CONCERNS**

If the club's members become concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow the club's safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare officer and LTA Safeguarding team. It may also be necessary to report this to the police.



## DATA PROTECTION

Under applicable data protection legislation individuals have a right to object to their images being processed. Depending on the circumstance, consent from the individual or their parent/guardian should be obtained before capturing, sharing or publishing images where an individual is identifiable. Whilst it is not always possible to avoid a specific image being captured, where an individual does object to their image being captured, attempts should be made to avoid photographing that individual and images of them should be deleted on request. In addition, as with all personal data, images and footage should be processed in accordance with the applicable data protection principles, other relevant legislation and guidance.

If consent is withdrawn, taking reasonable steps to remove the photos of the person from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.

Electronic images are stored in a protected folder with restricted access.

## CONTACT

If you have any questions on these guidelines or their implementation, please contact [merrowltc@gmail.com](mailto:merrowltc@gmail.com)

## LINKS TO OTHER POLICIES

- **Data Privacy Policy** – this includes information about CCTV at the club.

This policy is reviewed every two years (or earlier if there is a change in national legislation).

Chairperson:                      Adrian Rees    Date: 18/04/2023

Welfare Officer:                      Julie Pearn    Date: 18/04/2023

This Policy was developed using the LTA Photography and Filming Policy and the Photography and Filming Best Practice guidance.