

# Photography & Recording of Images Procedure

This Photography & Recording of Images Procedure has been adopted by Tactical Training Services Ltd and associated or subcontracted companies of Tactical Training Services Ltd, in case concerns are raised at any level within the training or sport and leisure industry due to possible risks posed, whether directly or indirectly, to persons of all ages, through unauthorised photography and image recording at training courses organised by Tactical Training Services Ltd.

In view of the potential risk and our belief that attending any Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd or associated events, should be an enjoyable and safe experience for everyone, Tactical Training Services Ltd do not permit any form of image recording without having their express permission.

An administration fee payable to Tactical Training Services Ltd of £5.00 per person per event will be charged, upon suitability to use specified equipment being granted, an identifiable wristband or Identification Badge/Card will be issued to the sole user if authorised by the organiser of the event.

The authority and/or identifiable wristband or Identification Badge/Card is non transferable.

Failure to wear the identifiable wristband or Identification Badge/Card as issued may result in the authority being immediately withdrawn and/or removal of the said person or persons from the facility or training venue.

Application forms are available from Tactical Training Services Ltd head Office (Tactical Training Services Ltd PO Box 766 Lancaster LA1 9BD) and should on completion be forwarded to the above head office **no later than 14 days prior to the event date**. Failure to meet this deadline will result in the application being dismissed.

## **Proof of identity will be required**

David Pattinson  
M.D. of Tactical Training Services Ltd

## **Photography Policy/Procedure** **(Protection of students/young students/athletes)**

### **1. Introduction**

Photography of students/young students/athletes at Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd 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.

## 1.2

*'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 Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd or associated events by any means whatsoever, wherever children or young people are the responsibility of Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd or associated events, there staff or students or their Associations staff or students.

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

## 1.3

This document is intended to:

- Facilitate photography for the business purposes of Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd or associated events.
- Respect the rights of the individual or student.
- Safeguard and protect children and young persons or students.
- Allow personal family photography wherever possible.

## 1.4

Tactical Training Services Ltd makes it clear that it recognises the issues of child protection and personal privacy.

## 1.5

Tactical Training Services Ltd believes that sensitivity is as important in dealing with photography as it is in processing any other data.

## 1.6

Within the Tactical Training Services Ltd Company there are guidelines and procedures regarding the use of photography. This includes the use of mobile camera phones, during such events as aforementioned, by students, 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 Tactical Training Services Ltd Staff**

### **2.1**

The business of Tactical Training Services Ltd can involve Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd or associated events staff in the photography of students, 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 Tactical Training Services Ltd and is retained safely by Tactical Training Services Ltd or issued to the student, child or young person concerned or safeguarded by an person of Tactical Training Services Ltd.

### **2.2**

Photography held by Tactical Training Services Ltd must be stored securely. They should not be normally used other than for their original purpose, unless permission of the subject is obtained.

### **2.3**

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 Tactical Training Services Ltd, its students and activities and the community may be retained indefinitely.

## **3.**

### **Photographs by other Authorised Agencies**

#### **3.1**

The involvement of other agencies may only be authorised by Tactical Training Services Ltd.

Other agencies might include:

- Commercial photographers commissioned by Tactical Training Services Ltd. Copyright rest with the photographer.
- The press and other media. Copyright rests with the photographer.

- Staff of Tactical Training Services Ltd. Copyright rests with Tactical Training Services Ltd.

### **3.2**

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

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

### **3.3**

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

### **3.4**

An identification band/card/badge will be issued and must be worn at all times and separate identification carried, (current passport, driving license) by the agency personnel at all times, on the date of the training event. Failure to do so may lead to the authority being withdrawn and ejection from the event.

**The identification band/card/badge is non transferable.**

## **4.**

### **Parental Photography**

#### **4.1**

Where practical, arrangements should allow photography to be taken by students and or parents and others attending such training events.

Photography will not be permitted where the smooth running event and or health and safety of students or persons is or may be compromised.

#### **4.2**

A pro-forma (appendix 1) shall be issued to students or parents and young persons upon first registration to Tactical Training Services Ltd, detailing their permission/non permission for Tactical Training Services Ltd staff, Authorised Agencies and student, Parental photography or advertising purposes.

#### **4.3**

Student or Parental photography must not include any student, child or young person whose individual or 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. Student or Parental photography is secondary to the main aims and purposes of events and must not be allowed to interfere with the

opportunities for the student or child or young person to participate in the training or event.

#### **4.4**

An identification band/card/badge 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 training event. Failure to do so may lead to the authority being withdrawn and ejection from the event

**The identification band/card/badge is non transferable.**

#### **4.5**

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

### **5.**

#### **Spectator Photography**

##### **5.1**

Any person requesting to take photography at any Tactical Training Services Ltd, associated or subcontracted companies of Tactical Training Services Ltd or associated events, as a spectator shall only do with the permission of Tactical Training Services Ltd having completed the required application and is on a per event basis and returned it together with the stated fee within the specified time. (Appendix 2).

##### **5.2**

Identification will be required to process the application. Tactical Training Services Ltd reserved the right to refuse any application without reason being given.

##### **5.3**

The identification band/card/badge if issued must be worn at all times and separate identification carried, by the applicant on the date of the training event. Failure to do so may lead to the authority being withdrawn and ejection from the event.

**The identification band/card/badge is non transferable.**

# Student - Parental Consent Form for the use of photography of students-children and young persons

Students, Children and young persons are photographed in connection with Tactical Training Services Ltd:

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

Student - Parental photography forms are part of each student/family's record of the students or their parents, child's/students progress, celebration of success and achievement, as well as being an established social practice.

We 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 Tactical Training Services Ltd by any means whatsoever, wherever students, children or young people are the responsibility of Tactical Training Services Ltd.

..... cut .....

I give permission for photography of myself, my child to be taken, and used for Advertising, Publicity and Promotional works by Tactical Training Services Ltd.  
**(Student/Child's name):**

\_\_\_\_\_

Signed: \_\_\_\_\_  
**(Student/Parent/Guardian)**

Date: \_\_\_\_\_  
..... cut .....

**I do not** give permission for photography of myself, my child to be taken. And used for Advertising, Publicity and Promotional works by Tactical Training Services Ltd.  
**(Student/Child's name):**

\_\_\_\_\_

Signed: \_\_\_\_\_  
**(Student/Parent/Guardian)**

Date: \_\_\_\_\_

Appendix 1

Application for use of Photography Equipment

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_  
Mob \_\_\_\_\_

**Official Use only, details supported by:**

Photo driving License  Driving License  Utility bill  Bank statement   
Passport  other  please specify \_\_\_\_\_  
None

**Equipment you wish to use**

\_\_\_\_\_

**Name of person/s you wish to record**

\_\_\_\_\_

**Relationship to them**

\_\_\_\_\_

**Reason the images are being recorded/or used for**

Including them being used for Advertising, Publicity and Promotional works by  
Tactical Training Services Ltd.

\_\_\_\_\_

Date \_\_\_\_\_

Start time \_\_\_\_\_

Finish time \_\_\_\_\_

Area required \_\_\_\_\_

**Declaration:**

I declare that the personal details I have given are correct and that the 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.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Official use only:**

Permission granted by \_\_\_\_\_ Position \_\_\_\_\_

Areas permitted \_\_\_\_\_ time allowed \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Appendix 2

