

Statement on the use of photographs and videos

Introduction

Like most charities, we use photographs and, occasionally, videos of our members to illustrate our activities and achievements both internally and externally. We hope you will be happy to be included in such photos and videos. Rather than seek written consent from approximately 1700 members, we let all new and existing members know via our enrolment and renewal forms and via the website, that they may, from time to time, be included in photos or videos. It is up to individuals to decide NOT to be included in such images. This can be done by removing yourself before the photo is taken or filming begins, by bowing your head or covering your face so that you cannot be identified. We expect group leaders and event organisers to give everyone to be included in any photo/video the opportunity to opt out if they wish. Most of the images we take will be of groups with no intention of identifying specific individuals. If we wish to take a photo or video of a specific member, or wish to name individuals in the image, we will always seek permission for its intended use(s) before doing so.

We have listed below the reasons why we might want to take photos or record a short video and also the ways in which such images might be used.

Reasons why photos and/or videos of our members might be used

1. To increase awareness of our U3A within the local community
2. To attract new members
3. To demonstrate the diversity of activities within our U3A to existing members
4. To celebrate success and individual achievements
5. To record significant events
6. To enhance the user experience when visiting our website or reading our newsletter
7. To record the history of our U3A

Ways in which photographs and/or videos of our members might be used

1. In our newsletter, The Eye, which is published twice a year in paper and electronic form.
2. On our website. Within the website there are pages which are viewable by the public and pages that are viewable by members only.
3. In the local press.
4. On display boards at local events.
5. In the Third Age Trust magazine, Third Age Matters.
6. In presentations to local clubs, businesses and organisations.

If you have any questions or queries, please contact the Data Protection Officer (email address is on the website).