

AIRIENTEERS

Photography & Video Guidance

Airienteers ('the club') wish to take photographs and occasional videos at any of our events & activities ('events') for internal club communications and also to promote our sport and achievements to the public through our website, social media and other public media.

We understand that the General Data Protection Regulations (GDPR) 2018 define photographs, images and videos of an identifiable person as personal information and everyone has a right to refuse use of their images for such purposes.

Airienteers adopts:

- **British Orienteering's ('BOF') Photography, Video & Live Streaming Guidance** found at <https://www.britishorienteering.org.uk/doc/policies-and-guidance/safeguarding/photo-and-filming> with permission form at Appendix C and Right to Object form at Appendix A and their wording for BO entries/events at Appendix B
- **BOF's Child Safeguarding Policy** found at <https://www.britishorienteering.org.uk/doc/policies-and-guidance/safeguarding/child-safeguarding-policy>

BOF's Photography, Video & Live Streaming Guidance requires that permission to use images of children should be obtained from parents/carers if under 16 and from the child if 16 or over with notice to parents. This permission can be in writing or verbal with a record of when this was given and to whom.

In relation to adults BOF's policy is that all adults who enter an event can be assumed to agree to static photography and if they disagree to appearing in a photograph or video, they need to complete a BOF Right to Object Form (Appendix A of BOF guidance- see link above)

BOF policy differentiates between events in public places where obtaining permission from everyone is not very practical and events in privately owned premises/areas or closed events ('private events') where ideally permission should be obtained if practical. AIRE considers that it is only practical if the online entry software system used provides an 'opt-in' tick box during the entry process and an enquiry will be made about this to BOF.

Airienteers Club guidance

- We will state in the privacy clause for all our events or activities, whether public or private areas, that permission to appear in photographs or videos is given by seniors and juniors by entering the event or activity. We will refer entrants to the BOF Right to Object Form (Appendix A of BOF guidance- see link above) if they wish to retract that permission at any time. The completed Right to Object Form needs to be received by the organiser before the event or activity commences.
- If after the event or activity someone objects to their photograph being used by the club for publicity or otherwise then they can withdraw their consent by completing BO's Right to Object Form (Appendix A of BO guidance- see link above) and sending it to

chair@aire.org.uk. The club will stop using the photograph/video & withdraw it from all publicity.

- When junior members join the club their parents/carers will be asked to complete BO's Photography Consent Form (Appendix C of BO guidance- see link above) and these forms will be retained in club records for the duration of the junior's membership. The permission can be withdrawn or changed at any time by the completion of another form.
- We will not use **names** of any member in a photograph/video **in public** without their express permission if over 16 or their parents' express permission if under 16. There is a risk of identity when most members including juniors compete in club kit which cannot be avoided and there is a legitimate interest in our club receiving publicity as a family club for all ages and ability. Our club WhatsApp groups and internal email are regarded as private mean of communication between club members. If there is any issue with using photographs of members in private communications this should be reported to chair@aire.co.uk.
- Clear signage should be displayed at club events informing attendees that photography or filming may take place, and how to opt out if desired. See Appendix B of BOF guidance for suggested wording.
- The club will review where images of club members are held on behalf of the club and decide where images should be held what security measures are in place for their protection. The club should not hold the images any longer than 2 years unless archived for historical record. Images will be removed sooner where a valid objection or removal request is made.
- Photographs showing people getting changed, in a state of undress or similar will not be published, and Airienteers discourage the use of cameras in circumstances where this could occur e.g. inside the club tent or other area used for this purpose.
- We will not use live streaming without complying with BOF's policy

Application of this Guidance

If at any club event or activity, whether in public or private, you are concerned about the conduct of another orienteer, parent/carer of an orienteer or member of the public whether in relation to photography, filming or otherwise, then please advise the Organiser. The organiser will take appropriate action, including as necessary informing the appropriate external agencies if considered appropriate.

If you have a complaint about this guidance, or its application by the club, you should contact chair@aire.org.uk who will be responsible for investigating the matter. Alternatively, and in accordance with BOF guidance, you can contact British Orienteering Lead Safeguarding Officer (safeguarding@britishorienteering.org.uk or 07891 091 662

Updated & approved 26.02.2026 (LK)