



St Thomas' Photography & Videography Policy

Last Edited: November 2022

Purpose of Policy

The purpose of this policy is to define the use of photographs and other recorded media at St Thomas' Newcastle.

Purpose of Photography and Video Recording

St Thomas' Newcastle may present photographs and other digital media, including recordings of gatherings and events, to the rest of the world. This will primarily occur on the church website and social media, but may also include flyers, displays, brochures, informational displays, special video projects, press material etc.

St Thomas' reserves the right to also provide copies of photographs and other recordings/digital media to visiting speakers, other churches and organisations (such as the Church of England) to be used promotionally or for press.

However, we are also very aware of the safety and sensitivity of those involved, and thereby provide the following statement of policy, which will govern photography and videography at St Thomas' Newcastle. No commercial photography or videography will be allowed without prior written permission from the Creative Director of St Thomas', and photographic or video content will not be used for personal portfolios without the explicit permission of the individuals included.

Photographs and Videos at St Thomas' Gatherings

St Thomas' Newcastle reserves the right to take photographs and other recorded media at gatherings, and any other St Thomas' related activity¹, in which no identifying information is presented. St Thomas' also reserves the right to use any of these photos or recordings for promotional purposes in media such as, but not limited to, social media, website, brochures and flyers, and online photo galleries without seeking or requiring the consent of each person represented².

¹ Church related activities, in addition to Sunday Services and Gatherings taking place on St Thomas' property, includes activities at gatherings at other locations.



² Any individual who objects to being photographed should notify a member of the staff team, or the photographer/videographer, immediately upon arrival. Any individual who sees themselves represented in a photo or recording online and would like it removed may follow the photo removal procedure outlined below.

Photographing and Videoing Minors and Vulnerable People

When children under the age of 18 are photographed or recorded visually, written consent of at least one parent/guardian, through the means of their Churchsuite user profile, will be required before the photograph is used in any way.

A Looked After child or vulnerable children or adults should not be captured on digital media, and images or videos of this group of people will not be used unless explicit written consent is given by the parent or guardian.

In addition, the following guidelines will be enforced:

1. Under no circumstances will any identifying information (first or last name, family members' names, email addresses, school information, etc) of anyone under 18 years of age or any vulnerable child or adult be included in or associated with any photographs or videos displayed, posted or published in any way.
2. All registration for events, programmes or groups for those or available to those who fall into these categories will contain a reference to this policy.

Requesting Removal of a Photograph or Video

Any individual who appears in a photo or video (or whose child appears in a photo/video) that has been posted online may request that it be removed for any reason, even if prior permission has been granted, with a written note or email to the Creative Director (production@stthomas.church).

Please indicate the person or persons involved, and the photo/video in question, and it will be promptly reviewed and action will be taken.

However, St Thomas' Newcastle cannot be held responsible for any screenshots or copies taken of photographs by the public.



St Thomas' Visual Production Team

Approved photographers at gatherings will be assessed for suitability of the role, will be trained, and will abide by the visual production team guidelines. All photographers will wear a media team lanyard to identify themselves.

Storage of Photographs and Videos

Images and videos will be stored in a password protected St Thomas' Newcastle digital storage, only accessible by nominated members of the St Thomas' staff team.

Policy Changes

St Thomas' Newcastle may change the content of this policy without public notice. It is recommended to review this and other church policies periodically.