



Blyth u3a

Policy guidelines for taking and publishing of photographs and videos

Purpose

To provide a photography procedure, which will be fair and effective, according to Blyth u3a local requirements.

Scope

Relevant to all Blyth u3a members, including associate members.

Blyth u3a requires members to give consent to have their picture taken for non-personal use, such as on newsletters or websites, and to be informed about how the photo will be used. Members must be advised before the taking of group photos, allowing those who don't wish to be photographed to opt out. Members have a right to withdraw their consent and request photo removal, and all photographs are subject to the current data protection laws which protects personal data.

Blyth u3a photograph policy is guided by data protection principles, most notably the need for consent when taking and publishing photographs of members.

The core principle is that photographs of identifiable people are considered personal data.

Key principles for taking and using photographs

- Obtain consent: For any photo featuring identifiable U3A members that will be used for official U3A purposes, such as in a newsletter or on the website, you must obtain consent. For group photos, a common practice will be to ask anyone who does not wish to be included to step out of the shot.
- Inform members of the purpose: At the time of taking the photo, you should inform members how and where the photo will be used (e.g., website, social media, newsletter).
- Allow members to withdraw consent: Members have the right to request that a photo of them be removed from display at any time, and this request must be acted upon promptly.
- Respect privacy: Photographers should always use common sense and respect the privacy of individuals. This includes avoiding close-up shots of people without their clear permission.
- Handle special cases with care
- While you can generally take photos in public places, courtesy and caution are still advised and the wishes of the individual is paramount
- You should be especially mindful of anyone who you know to be or appears to be vulnerable



- Photos of anyone under 18 or vulnerable adults require specific written consent from a parent, guardian, or carer, not just the individual

Personal use vs. U3A use:

The rules outlined apply to photos used for U3A purposes. The guidelines do not apply to members taking photos for their own personal use, such as for a family album.

The overarching principal is that the needs and wishes of the individual will be respected wherever possible.

u3a	Policy	JG Blyth u3a
	Initial document	16/09/2025
	Review due	16/09/2026