



## Protocol for Creating, Using, Retaining, Deleting Photographs /Videos

**Burbage Community Library (BCL) is committed to protecting Children, Vulnerable Adults and All Adults from any inappropriate use of images.**

When obtaining, using or storing Images used on our Website, Facebook, other social media or hard-copy marketing that identify children or adults, BCL aims to adopt respectful, robust and defensible approaches that include obtaining ADVANCE PERMISSION, retaining PROOF OF PERMISSION and ensuring all permitted images are MANAGED SAFELY.

- 1 **To raise awareness and discourage anyone from taking images of children / adults in BCLs Library / Gardens without permission:**

**A Core Information Poster** is on permanent display within the Library and on Facebook and the Website to raise general awareness with the public and discourage the taking of images without permission

- 2 **BCL will occasionally have its own 'nominated' Library Volunteers** taking photos and videos, to help us record and celebrate the Library, its activities and events. To this end, these images may appear on our Website, wider social media outlets such as Facebook, Instagram, and within hard-copy marketing materials. HOWEVER: we require that **anyone nominated to take, use, store images on our behalf has obtained 'Written Permission' in advance through completion of one of the following Permission Forms:**

**BCL Use of Images 'Ongoing Permission Status' Form** – this Form represents the 'Ongoing Permission status' of anyone regularly involved in Library activities / events (e.g. Library Volunteers, Wriggly Readers) **OR**

**BCL Use of Images 'One-Off Permission Status' Form** - this Form represents the 'One-Off Permission Status' of people attending ordinary library days, training, local events and fayres in our Library and Gardens

**N.B** The non-availability of Written Permission **equals Non-Permission Status**

- 3 **Previous Permission can be withdrawn at any time**, through contacting the Library, and will be acted on swiftly
- 4 **Completed Permission Status Forms are kept in Alphabetical Order in a file in a locked drawer / cupboard at the Library.**
- 5 **BCL has Two Nominated 'Holders of Images' (currently our Volunteer Website and Facebook leads).** They are responsible for keeping Permitted Images safe, (including from any 3<sup>rd</sup> party use), and for destroying any Image after six months of withdrawal from active use, or at any other time if deletion is requested

**N.B.** All information about our Protocol and Permission Forms relating to Use of Images that identify children / adults is available on our Website. BCL aims to be General Data Protection Regulation (GDPR) complaint - having a clear purpose, being transparent about how images will be processed, ensuring security of images, retaining images no longer than necessary, ensuring no 3<sup>rd</sup> party use without obtaining permission.