

THE SMALL PRINT

These sections outline how the Abbots Langley Local History Society's COVID DIARIES PROJECT intends to work with you to protect your rights with regards to the ownership of the content that you submit, protecting your privacy and securing any personal data that you may provide.

Should you have any questions about any of these statements, please contact alcoviddiaries@gmail.com

SUBMISSION OF CONTENT TO THE COVID DIARIES PROJECT

This section outlines ownership and how we plan to use the Content submitted for the COVID Diaries Project

Definitions

Content – this is the information that you submit to the COVID Diaries Project and can be supplied in many formats and media to include, but not exclusively confined to WORD/PDF documents, by hand on paper, data files, images, video footage, voice recording etc

Contributor – referred to as “you” or “your”

COVID Diaries Project – referred to as “us” or “we”

Consent

By submitting content you agree to provide the Content to us and that we may use the Content in accordance with the Terms and Conditions stated here

Terms and Conditions

1. Use of Content

- By submitting Content you agree that we may film, publish, copy, distribute and broadcast any or all of the Content in physical media or digital form in any part of the world.
- As you will appreciate, Content will often need to be edited before it is published. We agree not to alter the Content in any other way

2. You remain the owner

- Subject to the permissions given to us by the submission of Content, you remain the owner of the rights in the Content, and you are able to grant the same permissions to other people or organisations.

3. You will be named where possible

- If we publish the Content, we agree where possible to credit you as the contributor of the Content. You accept that it may not always be possible to credit you as the contributor
- We will credit you as “the name that you give to us, and location” eg John Smith of Bedmond unless you wish for your name to be with-held. In which case you must inform us that you wish to remain anonymous.

4. We can transfer our rights

- We may pass on the rights granted by this agreement to third parties without notice to you. The intention with the COVID Diaries Project is that the Content provided will be archived with the Three Rivers Museum Trust

5. Creation of Content

- You created the Content, do not know of any issues with it and can grant us the rights to publish it. By submitting Content you confirm that
- The Content is your own original work and you have not intentionally included any information or opinions in the Content which are inaccurate, misleading, offensive, illegal or which might, if published, bring our name into disrepute or, if acted on, cause damage or loss.
- The Content does not infringe any other person's intellectual property or other rights
- The Content is not the subject of any complaint, claim or legal action
- Where anyone other than you has contributed to the Content, you have obtained their permission to use their contribution and to enter into this agreement on their behalf
- If any of the Content was created as part of your employment, your employer has given permission for you to enter into this agreement on their behalf
- Other than those whose permission you have obtained as described above, as far as you are aware, nobody else has any rights in any of the Content

6. Loss or damage

- The COVID Diaries Project is not responsible for any loss or damage for any original documents, photographs or artefacts submitted as Content to be deposited in the Project archive

7. English Law applies

- This agreement will be governed by English Law and is under the jurisdiction of the courts of England

PRIVACY NOTICE FOR THE COVID DIARIES PROJECT

ABBOTS LANGLEY LOCAL HISTORY SOCIETY (ALLHS)

COVID DIARIES PROJECT

GENERAL DATA PROTECTION REGULATION 2018

PRIVACY NOTICE (May 2020)

This section outlines how we secure and use personal data provided to the COVID Diaries Project that is required for the day-to-day operation of the project. The way that the COVID Diaries Project uses and secures this data is governed by the General Data Protection Regulation (GDPR) 2018.

1. Data protection legislation allows COVID Diaries Project to hold and process the information you give us. This includes: title, name, address, telephone/mobile number and email (if applicable). We regard this information as being in the legitimate interests of COVID Diaries Project and for us to be able to communicate with you in the future.
2. The personal information about you we collect, hold and process is to enable us to keep in touch with you concerning matters relating to the COVID Diaries Project
3. The contact for all personal data purposes is the Membership Secretary of ALLHS.
4. The personal information that you have given to us will be held electronically and is password protected and can be accessed by the Membership Secretary, and other committee members as appropriate, for the purposes described in Paragraph 2.
5. Photographs submitted as Content to the COVID Diaries Project are governed by the terms and conditions listed in the "Photography of Children Policy Statement for the COVID Diaries Project".
6. Your name and personal information will be deleted from our records at the completion of the COVID Diaries Project, or if you do not wish us to hold your data you can ask us to delete it from our records.
7. We will not share your personal details with any other organisation or persons unless you give your specific consent or there is a legal requirement to do so.
8. You have a right to see any information COVID Diaries Project holds about you by submitting a 'Subject Access Request' to the Membership Secretary at membership@allhsorg.uk. You have a right to ask for information that you believe to be incorrect to be rectified.
9. If you are concerned about the way your information is being handled please contact the Membership Secretary or another member of the ALLHS Committee. If you are still unhappy, you have the right to complain to the Information Commissioners Office (ICO).
10. If you wish to change the way you hear from us, or what we send you, or if you do not wish to receive further communication from us, you can contact the Membership Secretary.
11. The ALLHS will review this Privacy Notice regularly and may update it at any time if there are changes in the law. If there are any significant changes in the way we process your personal information, we will notify you.

Maureen Finerty

GDPR Officer

Abbots Langley Local History Society

PHOTOGRAPHY OF CHILDREN POLICY STATEMENT FOR THE COVID DIARIES PROJECT

The purpose of this policy statement is to:

- protect children and young people who appear in photographs, videos, digital recordings and images submitted in Content to the COVID Diaries Project .
- set out the overarching principles that guide our approach to photographs, videos, digital recordings and images being taken of children and submitted to the COVID Diaries Project
- to ensure that we operate in line with our values and within the law when receiving and sharing Content which includes photographs, videos, digital recordings and images of children and young people

This policy statement applies to all members, volunteers and other adults associated with the ALLHS and the COVID Diaries Project.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- always asking for written consent from the parents or carers before using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)

- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for the ALLHS to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for the use of the COVID Diaries Project

We recognise that members of the Society may use photography and filming as an aid at the Society's activities and events. However, this should only be done with the permission of the COVID Diaries Project and using equipment approved by the Project.

Children, young people, parents and carers must also be made aware that photography and filming is part of the event, and give their written consent prior to any images of children and/or young people being shared.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by the COVID Diaries Project) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)

- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The COVID Diaries Project will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If COVID Diaries Project is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave.

Storing images

We will store photographs and videos of children securely, in accordance with data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access

Contact details

alcoviddiares@gmail.com

Maintenance of the Policy

We are committed to reviewing our policy and good practice annually.

This policy was implemented on: 5th June 2020...(date)

This policy was last reviewed on: 5th June 2020 (date)

COVID Diaries Project Team Date: 5th June 2020

PHOTOGRAPHY & FILMING CONSENT FORM

Information for parents and carers

The COVID Diaries Project aims to provide a safe and enjoyable experience for every child or young person. To help us do this, please note the following important information:

- We recognise the need to ensure the welfare and safety of all children.
- We have written a policy statement which sets out how photographs and videos of children involved in our activities should be taken and shared. A copy of this is available from COVID Diaries Project Small Print ([link](#))
- We will take all steps to ensure images of children are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform alcoviddiaries@gmail.com immediately.
- We will not take or share photographs, video or other images of children and young people without the consent of the children involved and their parents or carers.

Parents and carers: please read and discuss this consent form shown below with your child and then fill it in, and return it to the COVID Diaries Project Team. If you have any questions or concerns please email alcoviddiaries@gmail.com

COVID DIARIES PROJECT

PHOTOGRAPHY & FILMING CONSENT FORM

Parents/carers

- ☐ **I confirm** that I have read the COVID Diaries Photography of Children Policy Statement [please tick].

I agree to [please tick below]:

- ☐ my child's photograph being used within the COVID Diaries Project for display purposes
- ☐ my child's photograph being used within other printed publications
- ☐ my child's photograph being used on the COVID Diaries Project's website
- ☐ my child being videoed for use on the COVID Diaries Project 's website
- ☐ my child's photograph being used on the COVID Diaries Project's social media pages
- ☐ my child being videoed for use on the COVID Diaries Project 's social media pages.

I understand [please tick below]:

- ☐ the potential risks associated with the use and distribution of these images
- ☐ how these images or videos will be stored within the organisation and how long for
- ☐ that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- ☐ that at many events, the COVID Diaries Project and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- ☐ that I must gain permission before sharing photographs/videos of other people's children on social media
- ☐ that if I share images of my child with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images

Print Name	
Signature	
Role of Signatory (eg Parent, Guardian, Carer etc)	
Date	

Please return to alcoviddiaries@gmail.com