



NYSO Photography and Video Policy

Revised November 2020

Introduction

The purpose of NYSO's Photography and Video Policy is to outline in clear terms why we take photographs and videos, what restrictions we enforce to safeguard our members, and the use of such material. *

For the purposes of this document, the words 'photograph', 'photography', 'image', or 'video' refer to standard photographs as well as video recordings.

Photography may be classed as personal data in accordance with applicable legislation. Whilst we inform our students and parents/guardians of the value of group photographs or recordings of NYSO events, and encourage them to allow us to use their images, we are sensitive to the wishes of our members and will always honour them in line with student permission preferences. For this reason, permission to take and use photographs is sought from our students and their parents/guardians prior to the start of each NYSO year. These preferences can be changed at any time by emailing admin@nyso.uk.

NYSO endeavours to review this policy annually.

During NYSO residencies, rehearsals, recreational activities, and performances, we will take photographs of NYSO members, or commission the taking of these, to be used specifically, and only, for the purpose of publicising NYSO and the opportunities we provide. This includes on our website, social media sites, and in concert programmes, posters, fliers, and other forms of media.

In the creation, storage, and publishing of such photography, NYSO and persons commissioned to act on our behalf, including festival organisers or concert promoters, will be required to comply with the rules set out below.

Safeguarding

- When an outside photographer, festival organiser, or concert promoter is engaged, we will obtain contact details from them including company name, photographer's name, telephone number, email address, and postal address. In addition to the above, they will be required to sign a declaration confirming that the information they have provided is correct and that the photography will be used solely for the purpose for which it is taken.



- Photography of students under the age of 18 by outside parties will not be conducted on a one-to-one basis but under the supervision of a member of the NYSO Pastoral Team. When photography involves students of age 18 or over, the pastoral team must be notified before the photography commences. Furthermore, team members will ensure that appropriate safeguarding measures are in place prior to photographs being taken.
- Photography must be appropriate and fit for its intended use and must not be open to potential misuse. Should a team member or student have their suspicions raised, it must be reported to the Pastoral Director immediately as this is a safeguarding matter.
- A student's name will not be published alongside any photography of themselves. Where student names are published, no photography in which they appear will be used without specific written consent. Students have the right to refuse the use of their image or video if they are the sole focus thereof.
- Students will be informed when photography of them is being taken and what it is to be used for, as well as being made aware of the strict conditions regarding the taking of photographs; as well as their right to refuse such photography of themselves.
- Photography of NYSO students will not be used to promote, condone, or illustrate subjects which might be construed as controversial or offensive in nature.

Storage

- Photography will be stored securely on NYSO's online storage cloud. Some images will be kept as archival material and only for as long as is necessary. Stored photography will be reviewed regularly and deleted if they are no longer required. A very limited number of NYSO team members have access to the online storage cloud on which the photography is saved.
- Team members are required, and will be reminded, to delete any photography they have taken of NYSO activities at the end of each residency. Team members will also be reminded of the safeguarding measures relating to the use of such material.



Conclusion

Photography is invaluable in enabling NYSO to adequately publicise ourselves, our activities, and the high standard of our music across a number of important mediums. We do, however, take the preferences of our students and team members very seriously, and take a proactive approach in protecting their privacy. NYSO places clear and strict conditions and restrictions on the taking and use of photography; our aim being to balance the interests of our orchestras with those of our personnel, thereby enabling NYSO to continue to thrive and grow.

*This document should be read alongside our Privacy, Child Protection, and Social Media Policies.