**Photography policy**

**We love to take photographs and videos at events.**

Yorkshire Sport Foundation uses these images for news and promotion. They may appear in newspapers, magazines, brochures, flyers, and online on our website and social media.

When you let us take your picture or video, you give YSF and its partners permission to use them to help our charity.

We usually use images for up to three years. After that, they might still be online but won't be in new materials. For example, a photo taken in January 2022 won't be in a new poster after January 2025, but it might stay in an online news story.

Signs at events will show this policy, and cards with the info will be available. Our photographers will be clearly marked and know our safety rules.

Published images follow  [YSF’s photography, safeguarding and privacy policies](https://www.yorkshiresport.org/index.php?cID=287).

**Types of consent required**

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| **Where images taken** | **Consent process** |
| Externally managed events/public places For example: community group sports sessions | Organiser to inform people that a photographer will be present and they may be in images. Organiser to inform YSF/photographer of anyone who has opted out in advance, where possible. Failing this, notified on the day. Appropriate measures will be taken.  Consent forms filled in by individuals for close up images. Individuals will be provided with photography policy business card. Parents or guardians are responsible for young people under the age of 16.  Consent withdrawal to be recorded and photographer informed.  Banners informing people that photography will be taking place to be placed in the most visible places possible. YSF and event staff will be provided with photography policy business cards to distribute as required. |
| YSF controlled Event For example: School Games festival | Those attending to be informed in advance that photography/video will be taken. It will be the responsibility of those attending to inform YSF of any people (including themselves) who opt-out of photography. For example, a teacher bringing a class of children to an event will take responsibility for ensuring their own photo policy includes consent for third party events. YSF takes no responsibility should we not be informed about this.  The photographer will be informed about any opt-outs and appropriate measures taken by YSF. It is the responsibility of individuals (or responsible adults in the case of children) to ensure that these measures are followed. For example, if wrist bands are provided to identify those who have opted-out, these must be visible at all times. If they are not, and an image is used featuring someone who had opted out, the responsibility does not lie with YSF.  Consent forms filled in for close up images. Individuals provided with photography policy business card. Parents/guardians or designated responsible adult must do this for young people under the age of 16.  Banners informing people that photography will be taking place to be placed in the most visible places possible and practical. YSF and event staff will be provided with photography policy business cards to distribute as required.  Consent withdrawal to be recorded and photographer informed. |

Forms

1. **Giving consent for close up images** can be doneby completing this from online or on paper:

<https://yorkshire.sportsuite.co.uk/forms/view/giveconsent>

1. **Withholding consent in advance** for taking images at events (for individuals or groups) can be done by completing this online form: <https://yorkshire.sportsuite.co.uk/forms/view/withholdconsent>
2. **Withdrawing consent for images already in use** can be done by completing this online form: <https://yorkshire.sportsuite.co.uk/forms/view/withdrawconsent>

**Public link to all forms:**

<https://yorkshiresport.org/photography>