

Policy Document No 6(d)

Photography Policy



Approved Company Policy 2023

Introduction

This policy sets out how Achieve Lifestyle's approach to the use of cameras and photography within its facilities.

1.0 Policy Information

Achieve Lifestyle allows cameras / camera phones to be used with management permission, for the sole purposes by the following;

1. **Organisations** for the positive promotion of their sports / leisure activity, this can include a photo of a team sports using an action photo to help attract new members to the sports club
2. **Individuals** who only take images of people who have given their express wish to be photographed, this can include a young swimmer who has been awarded a swim badge and the family wishes to capture an image of their achievement at their local leisure centre.

Persons wishing to take a photograph within the facilities must complete in advance of any images being taken, a Permission to Photograph form and submit to the Duty Manager.

The purpose for capturing images by customers must be for the positive promotion of activities or people.

All persons in the photograph must give written permission to be photographed via the form.

Photography must be deemed proportionate to ensure that all cameras are set up in a way that ensures that there is minimal intrusion of personal privacy.

Persons who do NOT give permission MUST not be featured in any part of any image capture by the public.

Signs are displayed to inform the general public that photography is not allowed.

No photography can take place in toilets, or changing rooms.

Unless the images relates to swimming, no image can be taken of people in a state of undress.

No images can be taken of people under 18 without parental permission.

Capturing images by means of covert photography is expressly forbidden, and will be treated as misconduct with sanctions of exclusion being applied.

Persons in a photograph must be given a chance to see and respond to the images in prior to any publication of their image.

Policy Document No 6(d)

Photography Policy

Governance and Control

Police

Should any behaviour be suspicious around capturing photographs of people, your data may be shared with the police for the purposes of preventing or detecting a crime.

Safeguarding

We may need to share your personal information with support agencies if we suspect that there may be safeguarding concerns. We will not tell you about this beforehand, we will take steps to only share that personal information which is necessary for the safeguarding purposes.

Legal Services and Partners

We may share your personal information with our legal services or solicitors if we are preparing or defending a legal claim.

Complaints about how we manage your data

If you are not happy about the way we manage your data please contact us as quickly as possible by contacting your centre or by emailing enquiries@achievevelifestyle.co.uk. You may also write to the Data Controller – who will investigate your complaint and get back to you as soon as possible.

Information Commissioner's Office (ICO)

The ICO is the UK's independent authority set up to uphold information rights. You have the right to contact them should you wish. Details can be found on their website: <https://ico.org.uk/>

Contacting us

In most instances it is best to contact us at the centre where you take part in our services. We can usually deal with most of your queries here.

You can also contact us through our contacts pages on our website

www.achievevelifestyle.co.uk/more/contact

Alternatively, you can write or email our Data Controller enquiries@achievevelifestyle.co.uk

Data Controller

Achieve Lifestyle

Egham Leisure Centre

Vicarage Road

Egham

Surrey

TW20 8NL