



Photo and Filming Policy

Date: August 2025

Review Date: August 2026

Address: Buick Mackane,

14 West Mills, Newbury, RG14 5HG

Email: info@educafeuk.co.uk

Website: www.educafeuk.co.uk

Educafe Photography and Recording Policy

Purpose

Educafe celebrates community, connection and collaboration. To help us share and promote our work, it's very likely we will take photographs or short video recordings during our sessions and events. These help us highlight our activities, recognise our volunteers and partners as well as report to funders and supporters.

Use of Images and Recordings

Images and videos may be used for:

- Educafe's website and social media platforms
- Newsletters and promotional materials (digital or printed)
- Reports to funders, supporters and partners
- Internal presentations or publicity

Who May Be Photographed or Filmed

This policy applies to all Educafe visitors, including parents and their children, volunteers and partner organisations involved in our activities.

Consent and Respect for Privacy

We respect everyone's right to privacy. Before any photos or filming take place, Educafe staff will announce to the group that this is about to happen and will give individuals time to turn away or move from the group if they prefer not to be included.

Please note that if you arrive at Educafe's Parent Village or other areas of Educafe and, for any reason, do not want photos taken of your children, children you are responsible for, or yourself, please let an Educafe Manager know **immediately**.

Our team will always act with sensitivity and ensure that no one is identified or featured against their wishes.

Consent Withdrawal

Consent can be withdrawn at any time.

On the day, individuals, a child or their parent/responsible adult will be able to request that their images are not used and any images are deleted if they do not want to feature in the photograph or recording. Educafe will need to be notified verbally or in writing prior to or at the time the photography or recording is taking place to facilitate this request.

However, where consent is withdrawn after the event, once an image has been used (either online or in print), it is usually not possible to recall or completely delete it (e.g. if it has been shared by someone else).

Images in use in printed materials by Educafe

These images will be removed when that document is reviewed (for example, when it needs to be reprinted).

Website images for static pages and social media profile/cover images managed by Educafe

These images will be removed as soon as possible.

Storage and Data Protection

All images and recordings will be stored securely and used responsibly, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Educafe will never sell or share images for commercial use or with unauthorised third parties.

Images and recordings will be stored on Educafe's secure, access-controlled cloud storage system and retained for a maximum of **three years**, after which they will be reviewed and deleted unless still required for ongoing projects, promotional use, or reporting to funders.

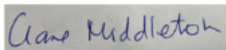
Contact

For any questions about this policy or how images are used, please contact:

 info@educafeuk.co.uk

Educafe Directors

Signatures





Chair of Governance Committee



Date 29 August 2025