



Working Together

Film and Photography Data Protection Guidelines

(version 1.5)

June 2018

History of Changes

Version	Description of Change	Authored by	Date
1.0	Procedure created	C Reith/ R Macdougall	1/5/2018
1.1	Procedure amended	C Reith/ R Macdougall	5/6/2018
1.2	Title change and further amendments	C Reith/ R Macdougall	14/6/2018
1.3	Minor amendments	C Reith/ R Macdougall	18/6/2018
1.4	Minor comments and amendments	DPO	19/6/2018
1.5	Minor amendments	Marketing	27/6/2018

Film and Photography GDPR Guidelines

The purpose of this document is to ensure that Borders College staff adhere to the data protection requirements in relation to capturing photography or moving images on behalf of Borders College.

Types of photographs/images

We have identified three main types of photographs/images that may be taken by Borders College staff or representatives:

1. Marketing purposes
2. Editorial purposes
3. Images taken at a public event for editorial purposes

1. Marketing purposes

Model Release Procedure

Borders College Marketing team will, on occasion, require to take photographs of students, staff, visitors and/or members of the public.

In order to comply with data protection legislation, Borders College must have the express consent from all individuals featured in a photograph or video image for their image to be taken, and subsequently featured in the public domain or shared with key relevant partners.

Images may be featured in the public domain in the following ways:

Borders College website www.borderscollege.ac.uk	Borders College publications (including Prospectus, newsletters and/or promotional materials)
Borders College social media channels (including Facebook, Twitter, Instagram, YouTube, LinkedIn)	Display board promotions (including bus external advertising, train station advertising)

Images may be shared with key relevant partners including:

Press (including regional newspapers, magazines, radio stations and TV broadcasters)	Online news websites
Funding and Governmental Agencies (including Scottish Funding Council, Skills Development Scotland)	Scottish Borders and Lothians secondary schools
Locally elected Councillors	Regional MPs/MSPs

The above list is not exhaustive, but shows examples of the areas that we might share images with.

Participants will be asked to complete a model release form to register their consent.

- Participants must also be advised of their rights under data protection law (e.g. right to erasure commonly known as the right to be forgotten) and pointed to the Borders College Data Protection web page <http://www.borderscollege.ac.uk/dataprotection>

In summary, participants must be made aware of where their image and information may be used (see above) and be given appropriate opportunity not to participate.

Requests for the removal of images can be made by e-mailing the Borders College Helpdesk on helpdesk@borderscollege.ac.uk

Model Release Form

A copy of the College's Model Release Form is available on the Borders College website under the Guides and Handbooks area.

The form is titled 'Model Release Form'.

2. Editorial purposes

Working process for images taken and information gathered for editorial purposes

Before any photograph/film is arranged or relevant information gathered, participants must be advised on where this may be used and why, and must be given appropriate opportunity not to take part. Images for editorial purposes may be used in the following ways:

- Featured in the public domain in;

Borders College website www.borderscollege.ac.uk	Borders College publications (including Prospectus, newsletters and/or promotional materials)
Borders College social media channels (including Facebook, Twitter, Instagram, YouTube, LinkedIn)	Display board promotions (including bus external advertising, train station advertising)

- Images may also be shared with key relevant partners including;

Press (including regional newspapers, magazines, radio stations and TV broadcasters)	Online news websites
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The above list is not exhaustive, but shows examples of the areas that we might share images with.

- Participants must also be advised of their rights under data protection law (e.g. right to erasure commonly known as the right to

be forgotten) and pointed to the Borders College Data Protection web page <http://www.borderscollege.ac.uk/dataprotection>

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3. Images taken at a public event for editorial purposes

Working process for images taken at a public event for editorial purposes

Examples of public events may include;

- Borders College Graduation
- Prize giving ceremonies
- Launch of a new course

- We will display our 'public notice' sign (see graphic over the page) during any public events where Borders College will be taking photographs, advising attendees that their photograph may be taken and requesting that they talk to a member of staff if they do not wish to be photographed
- Where possible, notification should be made in advance both on and offline
- Any individuals who have requested not to have their photograph/image taken will be issued with a yellow lanyard to wear – this will make them easily identifiable to the photographer/s so that they may be omitted from photographs/video images/live stream being taken
- Participants must also be advised of their rights under data protection law (e.g. right to erasure commonly known as the right to be forgotten) and pointed to the Borders College Data Protection web page <http://www.borderscollege.ac.uk/dataprotection>

Requests for the removal of images can be made by e-mailing the Borders College Helpdesk on helpdesk@borderscollege.ac.uk



LOCATION WARNING NOTICE

Filming/Photography taking place here

Please be advised that filming and/or photography will be taking place here today.

If you do not wish to appear in any images captured please avoid this area or tell us so that we can take appropriate steps to ensure you are not included.

The photographs/film will be used by the Borders College for editorial, marketing and public relations both in print and online.

Please contact a member of staff if you have any concerns.

t: 08700 50 51 52
e: enquiries@borderscollege.ac.uk
www.borderscollege.ac.uk



Film and Photography Data Protection Guidelines

Status: Pending approval
Guidelines Dated: June 2018
Author: Marketing Department
Review Date: June 2019