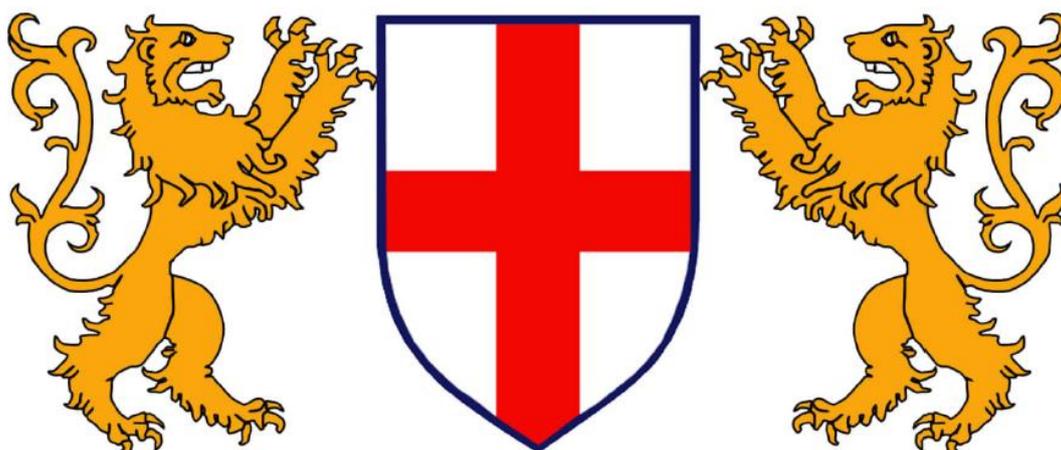


ENGLISH KARATE



FEDERATION

Photography Policy

In the production of this document acknowledgement is given to:
Pam Gartland Head of Child Protection Unit Sunderland Local Authority
& Les Cutting

Photography Policy

(Protection children and other vulnerable groups)

1. Introduction

Photography of young athletes at English Karate Federation or associated events is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families.

As well as these statutory rights, restrictions on photography arise from issues of child protection.

1.2

'Photography' includes photographic prints and transparencies, video, film and digital imaging.

'Events' means any function, meeting, training session or competition of any nature, whether organised' supported or sponsored by the English Karate Federation by any means whatsoever, wherever children or young people or other vulnerable groups are the responsibility of English Karate Federation or their staff.

'Parent' means any person with parental rights and responsibility in relation to a child or young person.

1.3

This document is intended to:

- Facilitate photography for the business purposes of English Karate Federation.
- Respect the rights of the individual.
- Safeguard and protect children and young persons.
- Allow personal family photography wherever possible.

1.4

English Karate Federation makes it clear that it recognises the issues of child protection and personal privacy. A policy aimed at safeguarding children and other vulnerable groups exists and is accessible from the English Karate Federation website www.englishkaratefederation.com/

1.5

Sensitivity is as important in dealing with photography as it is in processing any other data. Court cases have occurred because of the inappropriate use of photographs.

1.6

Within the English Karate Federation Safeguarding and protecting vulnerable group's policy there are guidelines and procedure regarding the use of photography. This includes the use of mobile camera phones, during such events as aforementioned, by competitors and athletes in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of others.

2.

Photography by English Karate Federation Staff

2.1

The business of English Karate Federation can involve English Karate Federation staff in the photography of children and young persons in relation to:

- Administration (ID badges etc)
- Coaching and training aid
- Advertising, Publicity and Promotional works.

Copyright and the use of this photography is carefully controlled by English Karate Federation and is retained safely by English Karate Federation or issued to the child or young person concerned or safeguarded by an officer of English Karate Federation.

2.2

Photography held by English Karate Federation must be annotated with the date on which they were taken and stored securely. They should not be normally used other than for their original purpose, unless permission of the subject is obtained.

2.3

Photographs must be destroyed or deleted from databases once they are no longer required for the purposes in which they were taken. A photograph taken for identification purposes may be retained for several years, but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of English Karate Federation, its members and activities and the community may be retained indefinitely.

3.

Photographs by other Authorised Agencies

3.1

The involvement of other agencies may only be authorised by English Karate Federation.

Other agencies might include:

- Commercial photographers commissioned by English Karate Federation. Copyright rests with the photographer.
- The press and other media. Copyright rests with the photographer.

- Officers of English Karate Federation. Copyright rests with English Karate Federation.

3.2

The purpose of the photography must be explained to the parents of the child and or the young person themselves if over the age of 16years and written permission sought on each and every occasion. No Child or young person should be subjected to any photography unless written permission has obtained.

3.3

Parents should be made aware that where team or group photography is taken by a commercial agency the photographer retains the copyright. Parents therefore must be given details of the agency used.

3.4

A photo identification card will be issued and must be worn at all times and separate identification carried, by the agency personnel at all times, on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event

The identification band is non transferable.

4.

Parental Photography

4.1

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

4.2

Where practical, arrangements should allow photography to be taken by parents and others attending such events.

Photography will not be permitted where the smooth running event and/or health and safety of persons is or may be compromised

4.3

A pro-forma (appendix 1) shall be issued to parents and young persons upon first registration to English Karate Federation Team or Squad status and renewed annually detailing their permission/non permission for English Karate Federation Staff, Authorised Agencies and Parental photography purposes.

4.4

Parental photography must not include any child or young person whose parent has refused permission for any reason. This may mean offering photography opportunities before or after the event for those who wish to be involved. Parental photography is secondary to the main aims and purposes of events and must not be allowed to interfere with the opportunities for the child or young person to participate.

4.5

An identification band will be issued and must be worn at all times and separate identification carried, by the applicant at all times, on the date of the event. . Failure to do so may lead to the authority being withdrawn and expulsion from the event

The identification band is non transferable.

4.6

Commercial copyright in a performance will normally exclude any audio or video recording by the public (other than by English Karate Federation for internal purposes) and for those events parents and their guests, and spectators must be informed that the infringement of copyright is strictly forbidden.

5.

Spectator Photography

5.1

Any person requesting to take photography at any English Karate Federation or Associated event, as a spectator shall only do with the permission of English Karate Federation having completed the required application form and is on a per event basis and returned it together with the stated fee within the specified time.

(Appendix 2),

5.2

Identification will be required to process the application. English Karate Federation reserved the right to refuse any application without reason being given.

5.3

The identification band if issued must be worn at all times and separate identification carried, by the applicant on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event

The identification band is non transferable.



Parental Consent Form for the use of photography of children and young persons

Children and young persons are photographed in connection with English Karate Federation:

- Administration (ID badges etc)
- Coaching and training aids
- Advertising, Publicity and Promotional works.

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

We may require on a per event basis your permission for photography to be taken.

'Photography' includes photographic prints and transparencies, video, film and digital imaging.

'Events' means any function, meeting, training session or competition of any nature, whether organised or supported or sponsored by English Karate Federation or their Association members by any means whatsoever, wherever children or young people are the responsibility of English Karate Federation, their staff or members or their Associations staff or members.

I give permission for photography of my child to be taken by authorised personnel for or on behalf of the EKF.

(Child's name): _____

Signed: _____
(Parent/Guardian)

Date: _____

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I do not give permission for photography of my child to be taken.

(Child's name): _____

Signed: _____
(Parent/Guardian)

Date: _____

Appendix 1



Application for use of Photography Equipment

NO PERMIT WILL BE PROCESSED UNLESS SUPPORTED BY PROOF OF SIGNATURE AND PHOTOGRAPH (i.e. photocopy of passport details, signed declaration on reverse of passport sized photograph, drivers licence) and remittance of £5. Cheques should be made payable to The English Karate Federation

Name: _____ dob _____

Address: _____

Post Code: _____

Telephone Numbers: Home _____ Work _____ Mob _____

Photo Identity supported by enclosed photocopy of:

Photo driving Licence Driving Licence Warrant card Passport other please specify _____

Proof of Signature supported by enclosed photocopy of:

Photo driving Licence Driving Licence Warrant card Passport other please specify _____

Equipment you wish to use _____

Name of person/s you wish to record _____

Relationship to them _____

Reason the images are being recorded _____

Date of the Event _____ Location of the event _____

Start time _____ Finish time _____

Area at the event you request access to _____

(This may not be permitted)

Declaration:

I confirm that the personal details and material supplied in support of this application are correct and a true likeness of myself. Any images I record will only be used for the reasons stated on this form.

I understand that I will have to cease immediately should any person or Event Official object to or express concern as to the image recording taking place, until the matter can be investigated.

I understand that failure to supply the required identification, remittance or completed application form within 14 days of the event will result in the application being declined.

Any materials forwarded to the EKF supporting this application are non returnable and retained by the EKF for 12 months and destroyed thereafter.

No correspondence will be entered into.

Print name _____

Signature _____ Date _____



Photography **And** **Recording of Images**

Concerns have been raised at national level within the sport and leisure industry at the risks posed, whether directly or indirectly, to persons of all ages, through unauthorised photography and image recording.

In view of this potential risk and our belief that attending any English Karate Federation or associated event, should be a safe experience for everyone, English Karate Federation do not permit any form of image recording without having their express permission.

An administration fee payable to English Karate Federation of £5.00 per person per event will be charged, Individuals requiring such permission shall make application via their own Association to the EKF.

When satisfactory supporting documents are received with the remittance of £5 by the EKF, a photo/signature identification card in a laminated pouch will be issued to the applicant.

The authorisation and/or photo identification are non transferable.

Use of unauthorised equipment, photography in unauthorised areas or failure to wear EKF issued photo identification as prescribed may result in the permission being immediately withdrawn and/or removal of the said person from the facility.

Application forms are available to Associations from English Karate Federation head Office. On completion by the relevant Association forms should be forwarded to English Karate Federation no later than 14 days prior to the event date.

Failure to supply the approved identification requirements, remittance or application within 14 days of the event will result in the application being refused.

No correspondence will be entered into.

Any materials forwarded to the EKF supporting applications are non returnable.

Incomplete applications will be suitably destroyed by shredding immediately after the 14 day rule applies.

APPENDIX 3