

Saffron Walden U3A

Guidance for Compliance with the Data Protection Act (DPA) in respect of Images of Adults

To comply with the DPA in relation to the use of images of adults in publications and on websites, when U3A memberships are renewed this year written consent to the inclusion of members' images will come into place, and the membership form will be changed accordingly.

Written Consent Renewable Annually from September 2015

From September 2015 members will have the opportunity to renew annually their consent to the taking of photographs of themselves for inclusion in *Update* and on the website. If you decide not to consent, you must ensure that whichever group member, tutor or co-ordinator is taking the photo is aware of this and that any photos with you in them may not be used for this purpose.

Verbal Consent required prior to September 2015

Until the written consent process outlined above has come into use, co-ordinators must ensure that all members to be photographed have given their verbal consent to the co-ordinator to their image/s appearing in *Update* and on the website. Co-ordinators must also keep a written record of the verbal consent.

Removal of Images

If at any time you wish (a) photo/s on the website which include/s your image be/are removed, please notify Martin Hugall (website@saffronwaldenu3a.org.uk). The image/s will be removed as soon as possible and no later than one month from the date notification is received. Please note that images in the hard copy version of *Update* cannot be removed after it has gone to press.

Information for Photographers

Once the above annual system is in place, photographers can assume consent has been given for the taking and use of the image of any member in *Update* and on the website unless a member notifies you otherwise. If the member so notifies you and you are taking the photo with the intent of submitting it to *Update* or the website, you should ask them to step aside from the shot.

If the photo is being taken in a public place and there are adult passers-by, you do not need to seek their permission to be included in the photo.

Please do not take photos which include children.

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