



# BURNGATE

## STONE CARVING CENTRE

### **Burngate Stone Centre Photo Consent Policy**

Burngate Stone Carving Centre take and use photographs and video to promote the centre. Images may be taken during the stone carving courses of participants engaging in the activities or showcasing their stone carvings, or any other course /activity at the centre. Photos will only be taken by Burngate staff and volunteers, and verbal permission will always be sought prior to taking a picture or video.

Images will only be taken by Burngate Stone Carving Centre to share news about the centre and to promote future activities. Images may be used in press releases, printed publicity and Burngate social media platforms (Instagram, Twitter, and Facebook) and published on Burngate Stone Centre website.

Written photo consent will be sort for any image used for the purposes of printed publicity, website or with third parties (i.e.. funding applications and reports). They will be stored securely until the images are updated at which point, they will be deleted. Burngate will not keep images for more than 2 years.

When we share images with third party organisations, we ensure that the organisation understands what they can use them for, ensure they are securely stored and delete image when requested to do so by Burngate.

If you would prefer for you or your child not to be photographed, please speak to the centre manager 01929 439405 or email [info@burngatestonecentre.co.uk](mailto:info@burngatestonecentre.co.uk)

#### **Photos and films of children**

Before photographing or filming children (aged under 13), we will always make sure that their parent/guardian is aware of why we are taking pictures, what they will be used for, and how to contact us to ask for them to be deleted. We will always ensure that parents/guardians have an opportunity to tell you if they do not want their child/children to be photographed.