



LUTHER KING HOUSE EDUCATIONAL TRUST POLICY AND PROCEDURES: USE OF IMAGES

LKH takes photos and occasionally makes short videos in order to promote its learning programmes, events and activities. In particular, they appear on our website (www.lutherkinghouse.org.uk), our Facebook page, and in flyers and leaflets.

LKH takes seriously the need to use images responsibly and to respect issues and concerns regarding privacy and safeguarding. At the same time photos are occasionally taken at large events of a public nature, and this makes it impossible to ensure that the consent of every person that might appear in a photograph or video clip has been given. With this in mind, the policy procedures followed by LKH are as follows:

- a) When photos and videos are taken, every effort will be made to inform those who might be involved. Where pictures are taken of an individual close up, their permission will always be sought.
- b) Anyone has the right to refuse to appear in a picture.
- c) If an image is used by LKH in any context (e.g. leaflet or website), and a person appearing in a picture does not wish to do so, this picture will be removed immediately. Full details should be given to Registry, but no reason is required.
- d) No one appearing in a picture will be named or otherwise identified without their permission.
- e) All LKH images are copyright, and are not available for copying or for any other unauthorised use without permission. Such permission will not be granted where individuals appear in the image, unless their permission has also been sought and granted.

Anyone with questions or concerns regarding the images used can contact LKH at any time. The first point of contact should be with Registry:

registrar@lkh.co.uk

0161 249 2540

Document title:	Use of Images
Reviewed and revised on:	Sept 2019
Approved by:	FMC