

# Sapphire Gymnastics - Use of Images Policy

## Use of personal imagery (photography and film)

We have a legitimate interest in taking photographs and filming to promote the club.

We respect your privacy and believe that you should have a choice about how your images are used. We will ask for your consent to publish any images of you [taken as a photograph or at a filming shoot or at a training session or small club event where we feel that participants may not reasonably expect filming or photography to take place].

### How will my image be used?

We will use your images for promotional reasons.

We may also use your images on our website, on social media, in e-newsletters, in leaflets, posters, presentation and to provide local media for newspaper adverts/articles.

With your consent we may also share your images on request with named third-party organisations to promote the sport.

### What happens if I agree and later change my mind?

You can withdraw your consent at any time by contacting [insert name and contact details]. We will take reasonable steps to delete your image including removing it from our website or social media accounts. Please note that withdrawing your consent does not mean that any use of your images based on your consent prior to its withdrawal would be unlawful.

### How long will you retain my images?

We retain images for [four] years unless you withdraw your consent prior to that date. After this time, we will review all images and they will be deleted or archived if they reflect important events in the club's history that are of public interest.

Further information about how we use your personal information and your individual rights can be found in our Club Privacy Notice which can also be viewed on our website at [www.sapphiregymnastics.co.uk](http://www.sapphiregymnastics.co.uk)

### Conditions of use

- No information will be included with any published images that will identify you unless you have provided your written agreement and subject to applicable safeguarding policies.
- The photographer will retain the copyright of photos/videos and they may publish these images in their portfolio or on their website to promote their business subject to data protection law.
- If images are required for any purpose that may be unexpected or sensitive, we will seek further consent.
- We will only use your contact information to contact you as described above.
- Your images will be held in accordance with data protection laws.