

QUICK FEET COACHING



PHOTOGRAPHY & SOCIAL MEDIA POLICY



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1. Purpose of the Policy

The purpose of this policy is to protect the privacy, dignity, and safety of children by setting out clear guidelines on the collection, use, storage, and sharing of photographs and videos of minors across media and social platforms.

This policy applies to all staff, volunteers, contractors, and third parties working with or on behalf of Quick Feet Coaching.

2. Legal and Ethical Considerations

We recognize our responsibility under laws including:

- General Data Protection Regulation (GDPR) – EU/EEA
- Children's Online Privacy Protection Act (COPPA) – U.S.
- Local safeguarding/child protection laws

Under GDPR, photographs and videos of children are considered personal data and require explicit, informed consent from a parent or legal guardian.

3. Consent Requirements

We will only capture or use photographs/videos of children if:

- Informed consent has been obtained from the child's parent or legal guardian
- The child is informed (where age-appropriate) and their wishes respected
- Consent is freely given, specific, informed, and unambiguous

How Consent is Collected

- Via a written or digital consent form, signed by a parent/guardian

Consent can be revoked at any time by contacting Brendan Lightfoot



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4. Use of Images and Videos

Photos and videos may be used for:

- Educational purposes
- Internal documentation and progress records
- Newsletters and reports
- Marketing materials (with consent)
- Organization's official website and social media accounts (with consent)

We will not:

- Use a child's full name alongside their image
- Share images with third parties without specific consent
- Tag or identify children on social media platforms

5. Social Media Guidelines

- Only authorized staff may post content to official channels
- Content will be reviewed for appropriateness and sensitivity
- We will never share or repost content from a child's or parent's personal accounts without consent
- Comments on posts may be monitored and moderated to prevent inappropriate engagement

6. Storage and Security

- All media is stored securely with restricted access
- Files are encrypted where appropriate and only retained for as long as needed
- Unused or outdated media will be deleted or anonymized



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7. Child Refusal and Right to Opt-Out

- Children who do not wish to be photographed or filmed will be respected at all times
- Staff are trained to identify and honor opt-out requests during activities and events
- Children will not be disadvantaged in any way for refusing consent

8. Events and Group Settings

- At public events, we will display clear notices stating that photography/filming may occur
- Where children are photographed in group settings, efforts will be made to avoid identification
- If consent was not given, the child will be excluded from media or blurred in group photos

9. Breach of Policy

Any violation of this policy may lead to disciplinary action, including termination of employment or volunteer roles, and may be reported to relevant authorities.

10. Contact for Questions or Withdrawal of Consent

To ask questions, update your consent preferences, or withdraw consent at any time, contact:

Quick Feet Coaching

Brendan Lightfoot - Data Protection Officer

www.quickfeetcoaching.co.uk

Tel: 07873511628

14 Gibbon Lane, Plymouth , Devon, PL4 8BR



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