



Photo Consent Policy

Photo & Media Consent Policy

Karen Wicks – Artist

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Reviewed: February 2026 | Next Review: February 2027

1. Purpose of This Policy

This policy explains how photographs, video clips, artwork images and participant feedback may be collected, stored and used as part of my community-based creative work. It accompanies the **Photo Consent Form**, which parents/carers and adult participants complete before taking part.

I am committed to using images respectfully, safely and in line with safeguarding, GDPR and Arts Council England expectations.

2. What Images May Be Collected

With consent, I may take photographs or short video clips of:

- Children taking part in creative activities
- Parents/carers supporting their child
- Artwork created during the session
- Group activities, hands-on processes or displays
- Exhibition or project documentation

Images are only taken when appropriate, safe and relevant to the project.

3. How Images May Be Used

With explicit consent, images may be used for:

- **Social media** (e.g., Instagram, Facebook)
- **Website or online platforms**
- **Printed publications** (posters, leaflets, booklets)
- **Exhibition materials and displays**
- **Arts Council England reporting and evaluation**
- **Project documentation and archiving**

No child or adult will ever be named alongside their photograph.

4. Safeguarding and Respectful Use

I will always:

- Tell participants when photos are being taken
- Avoid taking images that feel intrusive, unsafe or inappropriate
- Ensure children can opt out at any time
- Avoid photographing children who are visibly distressed or dysregulated
- Follow my safeguarding policy at all times

Parents/carers remain present during sessions and can request that their child is not photographed at any point.



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5. Consent and Choice

Consent is:

- **Voluntary**
- **Specific**
- **Informed**
- **Revocable at any time**

Participants and parents/carers choose exactly which uses they agree to on the consent form.

Consent can be withdrawn at any time by emailing: **karen-wicks@outlook.com**

If consent is withdrawn, I will stop using the images from that point forward.

6. Storage, Security and Data Protection (GDPR)

All images and feedback are stored securely in password-protected digital folders.

Only I (Karen Wicks – Artist) have access to these files.

I do not share raw image files with third parties unless required for Arts Council reporting and only with prior consent.

I do not sell or commercially license images.

7. Archiving and Retention Policy (7 Years)

To meet Arts Council England requirements and to support long-term project evaluation, I retain:

- **Photographs and video clips**
- **Images of artwork**
- **Participant feedback and evaluation data**
- **Exhibition documentation**

for a period of **seven (7) years** from the date of collection.

After seven years:

- Files are securely deleted
- Any printed materials are shredded or destroyed
- Archived project summaries may remain, but without identifiable images unless consent remains valid

If consent is withdrawn before the seven-year period ends, images will be removed from future use and deleted from active storage.

8. Sharing and Third-Party Use

Images may be shared with:

- Arts Council England (for reporting and evaluation)
- Exhibition venues (for display materials)
- Project partners (only if explicitly agreed on the consent form)

Images will **never** be shared with commercial companies, stock image libraries or unrelated organisations.

9. Rights of Participants

Under UK GDPR, participants (or parents/carers on behalf of children) have the right to:



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- Request access to stored images
- Ask for images to be deleted
- Change or withdraw consent
- Request information about how images are used
- Request corrections to personal data

Requests can be made at any time via: **karen-wicks@outlook.com**

10. Policy Review

This policy is reviewed annually or sooner if:

- Safeguarding guidance changes
- GDPR requirements change
- Arts Council England updates its expectations
- New types of media use are introduced

Next review: **February 2027**