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Photography & Videography Policy

Introduction

This Photography Policy has been established by The Wing Chun Collective (TWCC) to ensure the privacy, safety, and inclusivity of all participants, regardless of their gender, age, or ethnic background. This policy outlines the guidelines and procedures to be followed when taking photographs or videos during classes, events, or other activities. The policy applies to all staff members, instructors, volunteers, and visitors associated with The Wing Chun Collective.

Purpose

The purpose of this policy is to:

1. Safeguard the privacy and personal information of The Wing Chun Collective participants.
2. Ensure a safe and inclusive environment for all participants.
3. Protect the rights and image of individuals within The Wing Chun Collective.
4. Maintain the professional reputation of The Wing Chun Collective.

Definitions

1. TWCC: Refers to **The Wing Chun Collective** Martial Arts School located in the United Kingdom.
2. Participants: All individuals attending or associated with TWCC, including students, instructors, staff members, volunteers, and visitors.
3. Photography: The act of capturing images or videos through any means, including cameras, smartphones, tablets, or any other electronic device capable of image capture.

Consent and Release

1. Prior to capturing photographs or videos of participants, TWCC shall obtain written consent from the individuals involved or their legal guardians if they are under 18 years old.
2. TWCC shall maintain a record of the individuals who have provided consent or have opted out of photography.
3. Consent forms shall clearly state the purpose for which the photographs or videos may be used, such as promotional materials, website content, or social media.
4. Participants may withdraw their consent at any time by notifying TWCC in writing.

Photography Guidelines

1. Photography is only permitted with prior consent obtained as per the previous section.
2. Photography should focus primarily on the martial arts activities and general ambiance of TWCC rather than individual participants.
3. Avoid capturing images or videos that may be deemed inappropriate, offensive, or compromising the privacy and dignity of any individual.
4. Do not take photographs or videos in changing rooms or areas where individuals may have a reasonable expectation of privacy.
5. Respect the participants' right to decline being photographed or filmed, even if they have previously given consent.
6. Any photographs or videos taken by participants during TWCC activities should not be shared publicly without the consent of all individuals featured in them.



Distribution and Usage of Photographs

1. TWCC shall take reasonable measures to protect the photographs and videos from unauthorized access, use, or distribution.
2. Photographs or videos captured by TWCC may be used for promotional purposes, such as brochures, website content, social media, or other marketing materials.
3. TWCC will strive to represent the diversity of its participants across genders, ages, and ethnic backgrounds in the photographs used for promotional purposes.
4. Participants' personal information, such as names or contact details, will not be shared, or associated with the photographs without their explicit consent.

Reporting Concerns

1. Any concerns regarding the inappropriate use or distribution of photographs or videos should be reported immediately to TWCC instructors or their agents.
2. TWCC will promptly investigate and address all reported concerns in a confidential and respectful manner.

Policy Review

This Photography Policy will be reviewed periodically to ensure its ongoing effectiveness. Any necessary revisions or updates will be made in consultation with The Wing Chun Collective instructors and relevant stakeholders.

By participating in TWCC activities, all individuals acknowledge their understanding and acceptance of this Photography Policy.

If you have any questions or concerns regarding this policy, please contact us at **twcc@wingchun.uk.net**

Signed:

Print:

Date: