



Club Photography policy

This Photography Policy is designed to support and complement Swim England's policies and guidance on photography and the use of imagery. It does not replace or override Swim England's policy. In the event of any conflict or duplication, the Swim England policy shall take precedence.

1. **Separate Storage**

- Keep club photos in a separate folder or device dedicated to club work.
- Do not mix with personal photos.

2. **Consent / Opt-Out Check**

- Before taking photos, check with the membership and event promoter if any individuals have requested **not to be photographed**.
- Respect all such requests without exception.

3. **Secure Storage**

- do not store photos on USB or other external devices unless they have encryption
- when using on-line storage ensure account has a strong password.

4. **Usage**

- Use photos only for agreed club purposes (e.g., website, social media, newsletters).
- Do not share with third parties without written consent.

5. **Retention**

- Keep photos only as long as needed for their purpose.
- Delete when requested or when no longer needed.

6. **Rights of Individuals**

- Respect requests for access, correction, or deletion of photos.
- Respond promptly in cooperation with the club.

7. **Breach of Policy**

- Any policy breach must be reported immediately to the club.