

Volunteer – Photography and Filming at IET Events

Policy

The Institution of Engineering and Technology
Futures Place
Kings Way
Stevenage
SG1 2UA

Photography and Filming at IET Events Policy

1. Why we have this Policy

- 1.1. Under data protection legislation, photographs where individuals can be identified are considered 'personal data' and must be treated as such.
- 1.2. In order to show that the IET has made a reasonable effort to protect personal data when taking photography or filming, this policy gives clear guidelines on how to obtain consent and protect individuals' privacy.

2. Who this Policy relates to

- 2.1. This policy is for IET Volunteers hosting or attending events, who have been given approval to take photographs and/or film attendees, which may be publicised for IET purposes.

3. Other Policies, Procedures and/or Guidelines you need to read in relation to this Policy

You should also read the following IET policies available in the [IET EngX® Volunteering community](#):

- 3.1. Data Protection Policy for Volunteers
- 3.2. Safeguarding Policy

4. Overview of this Policy

- 4.1. This policy will inform you of the rules and guidelines that need to be adhered, to ensure that any individual taking photographs and filming to be publicised for purposes relating to the IET will not breach data protection and privacy laws.

5. The Policy itself

- 5.1. There are two separate guidelines for taking photographs at events, as the requirements differ depending on how the images are intended to be used:
- 5.2. **Photographs for publications highlighting specific individuals**
Written consent is required for any photographs where an individual can be identified, if the image will be used to accompany a publication profiling that individual – such as an interview. It's a good idea to print out the IET consent form and take them with you. (Microsoft Word version is available on the [IET EngX® Volunteering community](#) or [IET Education website](#)) The consent form is a template that can be amended and adapted dependant on the event type and publication plans.
- 5.3. As with any personal data, please make sure you do not store any photographs where individuals can be identified, once they have fulfilled their purpose.
- 5.4. **Photographs that aren't focused on specific individuals, such as group or crowd shots**
You will need to display a sign (sample attached at Appendix C) to say you are undertaking photography. (Microsoft Word version is available on the [IET EngX® Volunteering community](#) or [IET Education website](#)). Signs should be displayed clearly and at the entrance to the room the event is being held in. Make it clear in a way that no one can argue they have missed it – it may be a good idea to

photograph the sign as proof just in case. When you have the sign(s) in place individual permissions will no longer be required. You may also add a message to the event registration form that the event will be photographed and/or filmed.

- 5.5. If an attendee does not want to be filmed and/or included in any photographs, then they can be provided with a brightly coloured sticker to put on their name badge, so they can be recognised as such. You may also wish to create a 'no photography/filming zone' for such attendees.
- 5.6. Where you are hosting or attending events with individuals under the age of 18 years, such as schools' events, please ensure that you comply with the guidance set out in the Safeguarding Policy. **It is important to note that parental consent is required for photography of those under the age of 18.**
- 5.7. If you need to keep images and footage for future use, please ensure that they are stored securely and in line with data retention guidelines. No images may be stored for longer than two years and must be securely deleted.
- 5.8. If you wish to use an image or footage for purposes other than initially agreed to, then you must request separate written consent for this.
- 5.9. All records of consent and images taken are to be passed to your IET staff contact at the earliest opportunity.

6. What happens if you do not follow this Policy

- 6.1. If you do not follow this policy those individuals may be adversely affected by the use of the images and may complain, which may lead to investigation and financial penalty by the Information Commissioners Office (ICO) or applicable Data Protection Authority.
- 6.2. Breach of this Policy may also be damaging to the IETs reputation.
- 6.3. If IET Volunteers do not follow this Policy, the IET may take appropriate action under Disciplinary Regulations or the Volunteer Code of Conduct, which may include suspension or removal from their volunteering role(s).

7. Queries and Comments

- 7.1. If you have any queries regarding how this Policy works in practice, or comments or suggestions as to how it could be improved, please contact the Volunteering team on volunteer@theiet.org.

Appendix A

Control Sheet

Photography and Filming at IET Events Policy

Document owner: Data Protection Officer
Document reviewer: Data Protection Officer and Head of Volunteering and Networks
Document adopted on: 23 May 2019
Next review date: 1 August 2026

Review/change history

Date of Review/Change	Summary of changes	Version no.
May 2019	New policy for volunteers, published on the Volunteer Hub and InfoAware Library.	1.0
June 2020	Reviewed, no changes	1.0
May 2021	Minor update to Clause 5.4	1.1
May 2022	References to GDPR updated to UK GDPR Updated Clause 5.6 Added Clause 5.8 Updated Clause 6.1 Added Clause 6.3	1.2
February 2023	Other policy and resources location references changed to IET EngX 'Volunteering' community.	1.3
March 2024	Reviewed, no changes	1.3
August 2025	Section 5.6 – age amended from 16 to 18. References to internal departments updated. Appendix B - IET Photo, Video and Audio Consent Form updated to current version.	1.4

APPENDIX B – Please visit the [IET EngX® Volunteering community](#) for editable Word version

IET PHOTO, VIDEO AND AUDIO CONSENT FORM

[DRAFTING NOTE: Please ensure all drafting notes (including this one) are removed from the draft agreement *before* sharing with the Individual for their consideration.]

[DRAFTING NOTE: You should adapt this template for the specific purposes for which it is being used. If you are unsure, please contact IET Legal / IET's DPO on compliance@theiet.org.]

IET:	<p>[DRAFTING NOTE: You will need to consider which contracting entity is being granted the permission. This will depend on the activity for which you are using this form. Delete as applicable.]</p> <p>THE INSTITUTION OF ENGINEERING AND TECHNOLOGY, a charity registered in England and Wales and in Scotland with charity numbers 211014 and SC038698 respectively, whose registered address is at Savoy Place, London, WC2R 0BL, UK]</p> <p>OR</p> <p>IET SERVICES LIMITED, a company registered in England and Wales with company registration number 00909719, whose registered address is at Savoy Place, London, WC2R 0BL, UK]</p>
Individual(s):	<p>[Insert name(s) of individual(s) who is/are being photographed/filmed/recorded.]</p> <p>[DRAFTING NOTE: If a teacher is signing on behalf of their students and their parents/guardians, insert here the names of all students/children on behalf of whom the teacher is consenting. In all other cases, insert only one name here, as each relevant Individual should be signing their own Consent Form.]</p>
Consent Date:	Consent is given with effect from the date of the signature below.
Content:	<p>[DRAFTING NOTE: Delete as applicable, according to the content you are intending to collect.]</p> <p>Photographs of the Individual(s)</p> <p>Recorded and live video footage of the Individual(s)</p> <p>Audio recordings of the Individual(s).</p>
Permitted Purposes:	<p>[DRAFTING NOTE: The permitted purposes set out below give the IET some generous rights in respect of usage of the Content. You should consider the appropriateness of the permitted purposes, and include those that are relevant]</p>

	<p><i>to the content being collected and the reasons for such collection.]</i></p> <ul style="list-style-type: none"> • To publicise and market the work of the IET. • To be made publicly available in any IET media including print copies, and/or on the IET's websites (including without limitation www.theiet.org, www.india.theiet.org, www.theiet.org.cn, www.americas.theiet.org), and/or on IET.tv (https://tv.theiet.org/), and/or on the IET's YouTube channel (https://www.youtube.com/user/theiet), and/or via IET social media accounts. • To be made available to the national press, other news or industry media for use in their business activities (both in print and digitally). • To be made available to organisations with whom the IET collaborates for the purposes of publicising the IET and its work more widely, for use in their business activities (both in print and digitally). • To be made available to organisations with whom the IET collaborates, such as event sponsors or prize giving organisations, who may use the Content on their own website, social media accounts and printed format for their business activities. • To be made available on the IET's intranet (accessible by IET global subsidiary employees) for the purpose of sharing news and updates on activities. • [DRAFTING NOTE: Delete reference to Institution of Engineering and Technology if that entity is listed in the table above as "IET"; delete reference to IET Services Ltd if that entity is listed in the table above as "IET".] To be made available to all IET affiliates (including without limitation the [Institution of Engineering and Technology OR IET Services Limited]) for use in accordance with the other Permitted Purposes. • [DRAFTING NOTE: Delete this purpose if consent is not related to FIRST® LEGO® League / Faraday Challenge Days.] To publicise [the FIRST® LEGO® League][Faraday Challenge Days] and the work of the IET more widely. • [DRAFTING NOTE: Delete this purpose if consent is not related to FIRST® LEGO® League / Faraday Challenge Days.] To be made available to organisations who have sponsored [the FIRST® LEGO® League][Faraday Challenge Days] for use in their business activities (both in print and digitally).
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	<ul style="list-style-type: none"> • [DRAFTING NOTE: Delete this purpose if consent is not related to FIRST® LEGO® League / Faraday Challenge Days.] To be made available to organisations with whom the IET collaborates on its educational activities for the purposes of publicising [the FIRST® LEGO® League][Faraday Challenge Days] and the work of the IET more widely, for use in their business activities (both in print and digitally). • [DRAFTING NOTE: Delete this purpose if consent is not related to a competition or award.] To permit the Content to be shared for use for the purpose of publicity that is required by the IET, its agents, suppliers and sponsors in relation to the competition or award in connection with which the Content is created, including without limitation the public announcement of competition winners or awardees. • [DRAFTING NOTE: Delete this purpose if consent is not related to an event organised jointly by the IET with another institution/organizer.] To permit the Content to be shared for use for the purposes set out above with the event joint controller.
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[DRAFTING NOTE: Please select the appropriate consent wording section below and delete the other sections.]

[To be used if the person signing is the person who is being photographed/ filmed/ recorded.] I consent to the Content captured of me to be used by the IET for the Permitted Purposes set out above, in accordance with the General Terms & Conditions set out below.

[To be used if a parent or legal guardian is consenting on behalf of a child (aged under 18 years) who is being photographed/filmed/recorded.] I consent to the Content captured of my child to be used by the IET for the Permitted Purposes set out above, in accordance with the General Terms & Conditions set out below. I confirm I consent in accordance with consultation and consent of my child.

[To be used if a teacher is consenting on behalf of students (aged under 18 years) who are being photographed/filmed/recorded.] I confirm that the parents or legal guardians of the Individuals (who are my students) have been informed of the Permitted Purposes for using the Content captured of the Individuals. I confirm that the parents or legal guardians of the Individuals consent, in accordance with consultation and consent of their children, to the Content captured of their children to be used for the Permitted Purposes, in accordance with the General Terms & Conditions set out below. I confirm I have informed the IET of the identity of any of my students whose parents or legal guardians have indicated that they do not wish for any Content captured of their children to be used for the Permitted Purposes.

Signed by:

Full Name:		Signature:	
Relationship with Individual(s) (if relevant, e.g. parent, legal guardian, teacher)		Date:	

For Internal Use of the IET:

Photographer/Videographer/Producer:

Event where photos/video/audio taken:

Date and location of event:

GENERAL TERMS & CONDITIONS

1 **Consent**

- 1.1 The generation of the Content by us (or our representatives) by the taking of photographs, video footage and audio recordings (as applicable) of the Individual(s) and the granting of consent through this Consent Form will constitute an agreement on the terms set out in this Consent Form between the IET and the Individual(s) or their parents/guardians/teacher.
- 1.2 You consent to us using the Content for the Permitted Purposes.
- 1.3 You acknowledge that once the Content appears in the media, on the internet, on the IET websites, on the IET social media accounts, or published (in print and/or digitally) by our partners or news/media organisations, or is otherwise made available to the public in accordance with the Permitted Purposes, it is in the public domain and may be replicated by others, and the IET has no control over who else may use or view the Content or how long the Content remains available to use or view.
- 1.4 If the Individual is an IET prize winner, under the lawful basis of legitimate interest, we may use the Individual's name, country of origin, and winning design (where applicable), in addition to the Content, for the Permitted Purposes.

2 Data Protection

- 2.1 The IET will treat all personal data in accordance with the provisions of the UK General Data Protection Regulation. For data protection purposes, the IET is the controller of (and responsible for) the personal data comprising the Content and your contact details and any related personal data.
- 2.2 You can utilise your personal data rights, including withdrawing your consent given in this Consent Form at any time, by contacting our data protection team at compliance@theiet.org. This will not affect the lawfulness of any processing carried out before you withdraw your consent.
- 2.3 The IET will process the Content and your contact details and any related personal data in accordance with the IET Privacy Notice. For further information on privacy, please review the IET Privacy Notice at www.theiet.org/privacy.
- 2.4 Where the IET processes the personal data of individuals, including children, subject access rights are available.
- 2.5 If you have any concern or question about how the IET handles your personal data please contact the IET Data Protection Officer at privacy@theiet.org. You also have a right to submit a complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk or your applicable Data Protection Authority.

3 Storage and Access

- 3.1 The Content taken will be securely stored on the IET's servers along with a copy of this Consent Form, and it will only be accessible by IET staff who need to access it.
- 3.2 The IET will only process the personal data of the Individual(s) for the Permitted Purposes and will remove the Individual(s) data from its systems when no longer required, and in any event at a maximum of ten years from the date the Content was created.

4 Governing law

- 4.1 This Consent Form and any dispute arising out of or in connection with it or its subject matter or formation, shall be governed by, and construed in accordance with the laws of England and Wales.

5 Jurisdiction

- 5.1 You and the IET irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute arising out of or in connection with this Consent Form or its subject matter or formation.

APPENDIX C – Please visit the [IET EngX® Volunteering community](#) for editable Word version

PHOTOGRAPHY / FILMING IN PROGRESS

Photography and/or filming is taking place at this event today.

The photographs and/or footage (the “materials”) may be used by the Institution of Engineering and Technology (IET) for its promotional and marketing activities. The materials may be edited and published on the IET’s websites and social media channels, circulated to the press and other media organisations for publication, transmission or broadcast and included in printed marketing collateral for distribution.

If you do not wish to be photographed and/or filmed, please let a member of the crew know. A zone within the event area has been reserved for those who do not wish to have their photo / film taken. The zone is located at [insert place] and will be identified by a red ‘NO PHOTOGRAPHY / FILMING ZONE’ notice.

For further information, please contact [Name and contact details of event organiser].

If you have any question relating to data protection please contact either the IET’s Data Protection Officer on +44 (0)7808 102171 or Data Protection Specialist on +44 (0)7808 102167, or email compliance@theiet.org.

A copy of the IET’s Privacy Statement can be viewed on our website at <https://www.theiet.org/help/privacy>