

Picture protocol

Updated Review date: July 2007

Updated Review date: November 2009

Review due: October – December 2010



Voluntary Action Westminster has a digital camera and uses this camera along with the services of commissioned photographers to create a visual record of the events that we hold and attend.

When having photos taken at an event it is important that VAW do not take and use photos of people against their wishes. To that end the following two steps should be taken:

Brief the chair/facilitator/leader of the event

Please ensure that the person leading the event reads out the following message at an early stage in the proceedings at a meeting where all attendees are present:

“There is a photographer at this event. The photographer will take pictures that will then be held in the Voluntary Action Westminster archive. The photographs in the Voluntary Action Westminster archive can be used for any of the following purposes:

- Immediate publication in any of our documents, including our newsletter Current
- Future publication in any of our documents
- Loan to other voluntary and community organisations in Westminster for inclusion in their documents

“If anyone attending this event does not want to be included in the photographs being taken here today can you please make yourself known to the photographer, so that they can ensure that they do not take photos that would include an image by which you could be identified.”

Inform the photographer

Ensure that the photographer is aware that there maybe attendees who do not want to be identifiable in the event’s photographic record and secure the photographer’s agreement that s/he will take note of those people who specify they wish not to be included in photographs, and that s/he will not take photographs that would contravene these people’s wishes.