

Community of Interbeing UK (Plum Village UK) - Photography and Use of Imagery Policy 2023

Purpose

The purpose of this Photography and Use of Imagery Policy is to establish comprehensive guidelines for taking and using photographs and other visual media at Community of Interbeing UK (COI) retreats and events. This policy aims to uphold the principles of the Five Mindfulness Trainings to protect the privacy, dignity, and well-being of all participants, including children, young people, and adults.

Scope

This policy applies to all organisers, volunteers, attendees, photographers, videographers, and anyone else participating in COI retreats and events, whether in person or in a virtual setting. The policy covers photography, videography, and any other visual media used during events.

Consent and Permissions

- **Children and Young People:** Written consent must be obtained from parents or carers for taking and using photographs or videos of children and young people under the age of 18 participating in COI organised activities. Consent forms will be provided to parents or carers during the registration process. In the absence of written consent, no photographs or videos of the child or young person will be taken or used.
- **Adults:** All adult participants will be given the opportunity to decline being photographed or filmed. Information about the photography and videography policy will be provided during registration, and participants will be asked to indicate their preferences regarding the use of their images or videos. This preference can also be communicated verbally to the event organisers or photographer/videographer.
- **Vulnerable Adults:** For vulnerable adults, additional care and sensitivity should be exercised when obtaining consent for photography or videography. Consent should be acquired from the vulnerable adult themselves and, if applicable, their support person or caregiver. It is essential to ensure that they understand the implications of being photographed or filmed, and their preferences are respected throughout the event.

If any participant expresses discomfort, fear, or distress related to being photographed or filmed, photographers and videographers must immediately cease capturing their images or videos, respecting emotional well-being.

Designated Photography and Videography Area

To ensure the privacy and comfort of all participants, a designated photography and videography area or section of the room will be established at each event. Participants who do not wish to be photographed or filmed can choose to sit or participate in activities outside of this designated area. Clear signage will be displayed to indicate the photography and videography area, and this information will be communicated to all attendees at the beginning of the event.

Photographer and Videographer Guidelines

- a. All photographers and videographers, whether professional or amateur, must abide by this policy and respect the wishes of participants who do not want to be photographed or filmed.
- b. Photographers and videographers should focus on capturing images and videos that represent the essence of the event, the COI's values, and mindfulness practices, without causing discomfort or intrusion to the participants.
- c. Close-up shots of individuals should be avoided unless the subject has explicitly granted permission for such images or videos to be taken.
- d. Any concerns or complaints about photography or videography at COI events should be raised with the event organisers, who will address the issue in accordance with this policy.
- e. Photographers and videographers should be mindful of the emotions and experiences of the subjects they capture, looking with understanding and compassion.
- f. Photographers and videographers should be aware of potential discrimination, bias, or exclusion in their work, and should strive to capture diverse and inclusive images and videos that align with the principles of non-discrimination and openness.

Use, Storage, and Distribution of Images and Videos

- a. Images and videos taken at COI events may be used for promotional, educational, or informational purposes, including but not limited to the COI website, social media platforms, newsletters, and printed materials.
- b. Any use of images or videos must align with the COI's values and mindfulness practices, and not misrepresent the subject, the event, or the organisation.
- c. All images and videos must be stored securely and treated as confidential information. Access to these images and videos will be restricted to authorised COI employees and volunteers.
- d. When sharing images or videos on public platforms or with third parties, care must be taken to ensure that the privacy and consent preferences of the individuals featured in the images or videos are respected.
- e. When selecting images and videos for distribution or public display, the COI will ensure that the content aligns with the principles of mindful consumption, avoiding the promotion of harmful content.

Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and best practices. The review will also consider the integration of the Five Mindfulness Trainings into the policy to further enhance the safeguarding of all individuals involved in COI events.

Feedback from participants, photographers, videographers, and organisers will be encouraged and considered during the review process to ensure continuous improvement and adaptation to the changing needs of the community.