



Cheltenham Local History Society

CHELTENHAM LOCAL HISTORY SOCIETY

PHOTOGRAPH & VIDEO POLICY

1. Recording meetings

- i) Speakers will be contacted by email in advance of the meeting to request permission to film their talk, and place it on Youtube as an unlisted video, i.e. accessible by link only. The link will be circulated to members who will be requested not to circulate it further. Videos will be available on Youtube for a period of 4 weeks then deleted, or for a shorter period if specified by a speaker. This limited circulation is to protect speakers who have not requested permission from copyright holders to use their images.
- ii) Other people taking part from the front will be advised before the start of the meeting that the meeting is being filmed, and the recording will be paused during their contribution if they prefer.

2. General views of Society events

- i) When we take photographs or film at an event, we will inform people by an announcement at the start of the event and ask them to let us know if they do not want to be involved.
- ii) Generally we will aim to take pictures showing people's backs rather than faces.
- iii) Photos and videos may be used in Society Newsletters, displays, emails and on the website unless permission is refused.

3. Specific images of individuals or groups

- i) Where a person or group of people is the main subject of an image, specific permission will be obtained to publish the image in any format.

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Adopted by Trustees 28 May 2024

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