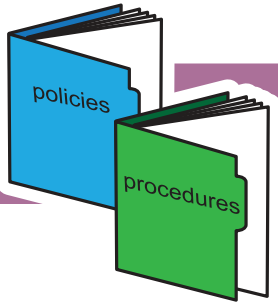


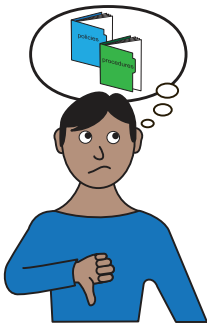


policies and procedures

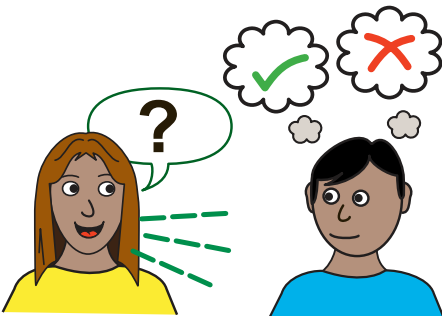


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

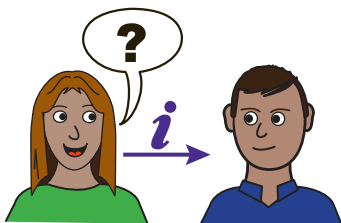


The policies and procedures also tell us what to do if something goes wrong.

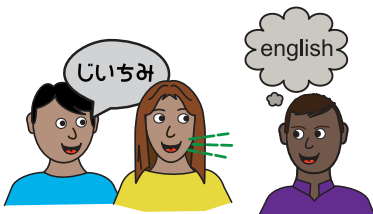


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**  
text: **07531 215 999**  
email: **[governance@pyramid.org.uk](mailto:governance@pyramid.org.uk)**

## Photographs and Video Recordings of People Policy

This policy explains how photographs / video recordings of people are processed.

Key terms / words	Please use the <b>glossary of policy terms</b> for definitions of key terms used in our policies and procedures.				
Clarifications	The term 'worker' is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.				
Who does this policy / procedure apply to?	Everyone.				
Related policies and procedures	Data Protection Policy Privacy Statement				
Who is responsible for this document?	The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.  The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.				
When was this document last checked?	The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).  This document was last checked by the Trustees on 11 September 2023.				
Who to contact	If you have a question about this policy, or need support to understand it, please contact the Operations Manager.  <table data-bbox="479 1627 1161 1711"> <tr> <td><b>Email</b></td> <td><b>Phone</b></td> </tr> <tr> <td>governance@pyramid.org.uk</td> <td>0113 234 6040</td> </tr> </table>	<b>Email</b>	<b>Phone</b>	governance@pyramid.org.uk	0113 234 6040
<b>Email</b>	<b>Phone</b>				
governance@pyramid.org.uk	0113 234 6040				

This policy is specifically about:

- images or recordings of people
- the actions of anyone working for Pyramid, including freelance and voluntary workers

Please see our **Data Protection Policy** and **Privacy Statement** for further information about your rights.

Wherever possible, devices belonging to Pyramid should be used for photos / recordings.

Photos and recordings must be transferred to Pyramid's secure office network and deleted from the device as soon as possible.

Sometimes, Pyramid devices aren't available, and workers use their own devices to take photos and make recordings.

This is permitted as long as:

- all photos / recordings are sent to the Operations Manager within 48 hours of being taken
- all images / recordings are then immediately deleted from the device, and also from any PC/laptop/USB drive/email account or elsewhere that has been used to store them during the sending process

If this can't happen (for example, the photos needs editing), the Director must be notified and agree a date for the work to be finished and the photos/recordings to be deleted.

It is the responsibility of office staff to check individual photo permissions before publishing any photographs, therefore workers must not publish images (e.g. on social media) without the express permission of the Director.

Please note – everyone is welcome to take photographs of their own work (and other people's, with permission) to keep and share. Members may also take photos of people in the group for personal use but they must get permission from the person they want to photograph first.