

Imagination Dance CIC Photography & Filming Policy

Imagination Dance CIC is committed to ensuring the safety and privacy of all. This policy outlines the guidelines for photography and filming within Imagination Dance CIC classes, workshops and events to protect individual's privacy and comply with relevant laws.

Imagination Dance CIC's approach to photography and filming participants during classes, workshops, events and performances is as follows:

- Images should not present the activity or individual in a negative light
- Images and camera angles that may be prone to misinterpretation or misuse must be avoided
- Being vigilant to ensure that only those who have justifiable reason for taking photographs/videos do so
- Images may only be posted on social media by Imagination Dance CIC in accordance with the Imagination Dance CIC Social Media Policy
- Images of participants will never include their full name or any identifying details
- Participants, and their families where relevant, will be made aware of any photography or filming happening within the class/workshop/event

Consent:

- Written consent is required upon registration to Imagination Dance CIC's classes and/or events.
- Consent can be withdrawn at any time by emailing Imagination Dance CIC – info.imaginationarts@yahoo.com. Upon withdrawal, Imagination Dance CIC will cease to use the individual's images in future marketing materials. Existing digital material with the individual's images will be deleted, along with online images, however physical materials such as flyers cannot be recalled retrospectively.
- If a vulnerable person cannot legally give consent themselves, this will be obtained by their legal carer.
- Parent/carers may take photographs and videos only of their own children during classes and events, provided they respect the privacy of others. Photographs and videos that include the image of children that is not of their own child may not be posted on social media without consent of the relevant parent/carers.

Imagination Dance CIC reserves the right to:

- Permit the photography and filming of participants by staff (or by third party photographers on behalf of Imagination Dance CIC) for promotional and marketing purposes, which can include usage on social media – in line with Imagination Dance CIC's Social Media Policy. Photography and filming of participants will only be with written consent from the individual and/or their parent/carers
- Permit the photography and filming of participants by staff (or by third party photographers on behalf of Imagination Dance CIC) during open events, with the

guidance that there will be clear signage that photography and filming may be happening during the event. If an individual wishes to opt out of this photography and filming, they are to make themselves known to a staff member of Imagination Dance CIC and they will be given an identifying wristband so they can be edited out of any crowd shots later.

Staff and volunteers of Imagination Dance CIC are required to:

- Ensure that photography and filming they undertake for their role at Imagination Dance CIC is carried out in line with this policy, and be aware that there may be security and data protection risks associated with storing and sharing images and footage of participants
- Ensure that any images or footage of participants are taken on a device owned by Imagination Dance CIC where possible. If this is not possible, any images or footage of participants under the age of 18, or classed as vulnerable adults, taken on their personal device for teaching/promotional purposes should be deleted within 24 hours, not uploaded to personal cloud syncing, and not sent to or shared with anyone other than Imagination Dance CIC staff/volunteers as required for their work.

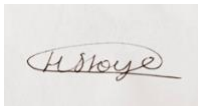
Following a report of any breaches of this policy:

- Imagination Dance CIC will conduct a prompt investigation and take the necessary action.
- Any concerns of significant harm will be raised with the appropriate authorities, as explained in our Safeguarding Policy.

Reviewed on: 13th July 2026

Due for review on: 9th July 2027

Signed:



Hannah Stoye
Company Director