

Photography, Video, and Audio Recording Policy

Introduction

At Busy Bees Education and Training Limited (Busy Bees Training) we recognise that our excellent people with outstanding skills form the strong foundations needed to deliver an exceptional service and continue the success of the company. With this in mind, we are passionate about learning and development and give all our employees and learners the opportunities to develop the skills and confidence needed to reach their full potential and succeed.



Anthony Bromirski
Chief Operating Officer

Introduction

Busy Bees Education and Training's work involve the taking and use of photographic, video, and audio recordings to assess learners' progress, demonstrate competency and showcase achievements for Partners (Awarding Organisations, EPAO's, Funding Organisations etc)

Where photography, videos or audio recording are used for publicity and marketing, including on its website, on social media, and in publications, we will gain additional consent (appendix 1)

Busy Bees Education and Training recognises that the act of photographing, video, and audio recording images of young people and adults is associated with potential risk as it is possible to identify individuals once made publicly available

Policy Statement

Busy Bees Education and Training is committed to safeguarding the welfare of the young people and adults it supports. Any photograph, video, or audio recording of young people or adults must be used for legitimate reasons in accordance with Busy Bees Education and Training objectives.

This Policy applies to the taking of:

- Photographs
- Video
- Audio recordings

For use by:

- Busy Bees Education and Training
- Partners (Awarding Organisations, EPAO's, Funding Organisations etc)
- Marketing (Media, social media, Campaigns)

Consent

Busy Bees Education and Training will gain the consent of young people/adults for the use of any photographs, videos and audio recordings to be used in conjunction with learning journeys, and marketing, including on its website, on social media, and in publications.

Consent can be withdrawn at any time, however, if consent is withdrawn in relation to the gathering and demonstration of evidence within the learning journey it is likely to impact the continuation of learning due to the requirements of Awarding Organisations and EPAOs. If consent is withdrawn in relation to marketing and social media, we will delete social media posts, however even with the best endeavors, it may not be possible to entirely remove all images from the public domain.

Consent will be gathered via:

- Electronic devices (DVR, E-Portfolio, Teams)
- Written (email, forms)

And include:

- The individual's name, setting/ location, time, and date
 - Who carried out the interview/session/assessment
 - What the recording is being used for.
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Security of Images and Recordings

Busy Bees Education and Training ensure any images, videos, and audio recordings in relation to award and assessment are stored securely on the company Shared Drive and or Eportfolio. These files are only accessible by authorized personnel who require this access. Images and recordings are stored in relation to the 'retention policy' issued by Awarding Organisations, EPAO's and other partners.

Partners (Awarding Organisations, EPAO's, Funding Organisations etc) will retain images and recording in line with their own retention period.

Busy Bees Education and Training recordings for marketing purposes will be retained and used for no longer than 3 years.

Use of Images and Recordings

Busy Bees Education and Training uses images and recordings for:

- Purposes of assessment (internally and externally*)
- Sharing of evidence (internally and externally*)
- Marketing
- Promotion (including events)
- Website
- Social Media

We seek consent for each purpose and take steps to ensure these images and recordings are used solely for the purpose intended.

Eportfolio

Employers can request access to learner portfolios during their learning journey. This will be granted unless otherwise specified within your training plan or a written request to trainingfeedback@busybees.com

This policy is to be read in conjunction with the following policies:

- Privacy Policy
- Retention Policy

*External partners include but not exclusive to, Awarding Organisations, EPAOs, OFSTED, ESFA, and other appropriate stakeholders who have a legitimate interest in Busy Bees Education and Training for solely purposeful reasons.

For complaints or queries, please contact DPO@busybees.com

Appendix 1

Photography, Filming, Publicity and Data Storage Consent Form

Please complete this form to give consent for **XXXX [enter company name]** on behalf of **Busy Bees Education and Training** to take images, moving footage, audio, quotes and other limited personal data to be used for marketing and publicity purposes.

This form covers the consent for the usage of the above footage for internal and external communication and storage of the data within this form. All data (images, film, quotes & personal info on this form), will be owned and managed by **Busy Bees Education and Training** and stored by **Busy Bees Education and Training**. The data may be shared with 3rd party organisations such as print agencies, in order to create marketing materials.

Section A) About You

Full name	
Address	
Telephone	
Email	
Date of Birth	

Section B) About the project or campaign

Description of project/campaign	
Location	
Date	

Section C) Your consent

I give consent **Busy Bees Education and Training** to publish, republish, or otherwise transmit still and moving images, audio, and my name for the purposes of:

- ☐ Publicity and promotional materials, including advertising material and printed publications
- ☐ Presentation and exhibition materials
- ☐ Websites, social media channels, and digital communications materials, including advertising material and printed publications
- ☐ News media and their associated websites, social media channels, print publications, television, and radio

Please mark in the boxes where applicable. I understand **Busy Bees Education and Training [and any other company involved here]** will keep all it's images in accordance with UK data protection law, will delete the images that have not been used for any publicity or marketing and cease actively using any footage within 3 years. I also understand that the still / moving images / audio used for publicity or marketing purposes are in the public domain and therefore could potentially be reproduced, altered, or re-used by anyone in the world outside of the **Busy Bees Education and Training [and any other company involved here]** control. I know I have the right to withdraw consent at any time by emailing **DPO@busybees.com** but understand that withdrawing consent may not affect the material that has already been used.

Section D) Your signature

I am the person identified in Section A and in the photograph(s), filming and/recording. I understand the above request and give informed consent

Signed	
Date	