

TITLE	YOUNG PEOPLE'S IMAGES POLICY
<p>Objective</p>	<p>Trinity College London ('Trinity') uses images of young people as a way of promoting its activities and celebrating young people's achievements.</p> <p>The use of young people's photographs and videos, when released in the public domain (for example when posted online), may pose direct or indirect risk to children and young people if not managed correctly.</p> <p>This policy is designed to ensure that young people's images commissioned for or on behalf of Trinity for promotional and academic purposes are used in a fair and proper manner, with the necessary measures put in place in order to avoid any potential harm.</p>
<p>Scope</p>	<p>This policy applies to:</p> <ol style="list-style-type: none"> 1. All Trinity employees on the payroll and all contractors, agency or temporary workers. 2. All consultants and other service providers, including examiners, engaged by Trinity in the development, delivery or award of its qualifications and examinations. 3. Trinity trustees and directors of Trinity subsidiaries. <p>This policy relates to the creation and use of young people's photographs and videos in the course of Trinity's academic, product and promotional activities. By young people, we mean everyone aged 18 and under.</p> <p>This policy does <u>not</u> apply to recordings of candidates taken during exam sessions, as the latter are governed by Trinity's exam specifications. Recordings taken during exam sessions do not require consent from young people's carers because these are made strictly to ensure the fairness and transparency of Trinity's assessments. Recordings of exam sessions are strictly confidential and may not be released in the public domain. Likewise, candidates are not entitled to make their own recordings during an exam session.</p> <p>This policy also does <u>not</u> apply to photos and recordings taken by young people outside of the exam session. Young people and their parents/carers are entitled to create lasting memories of their exam experience and their subsequent achievements. For example, it is perfectly acceptable for young people to take 'selfies' following their session.</p> <p>Finally, this policy does <u>not</u> apply to the storing of candidates' photographs and ID processed for verification purposes, for example</p>

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	prior to attending SELT exams. This area is governed by our ID Verification Policy and our Data Retention Policy.
Consequences of Breach of this Policy	<p>Compliance with this policy is mandatory. Breaches may result in:</p> <ol style="list-style-type: none"> 1. Disciplinary proceedings up to and including dismissal for employees. 2. Immediate termination of contract for a consultant, contractor or other service provider. 3. Termination of appointment.
Guiding principles to be followed for the use of young people's images	<p>We have adopted the following guiding principles, based on NSPCC's advice for using photography and sharing images of young people. Please follow these principles at all times:</p> <ul style="list-style-type: none"> • Do not use young people's names in captions as these will make them easily identifiable, unless this is the main purpose of the image (for example, announcing the winner of a competition). • Use parental permission forms to use young people's recordings, unless the recording is of a very large event whereby it would not be possible to obtain individual permissions. • Only use images of young people in suitable poses and in suitable clothing to reduce the risk of inappropriate use. Some activities, for example dance and drama, present a greater risk of potential misuse. • Only share recordings via appropriate media channels. • Images and video recordings of young people must be kept securely. Electronic images should be kept in a protected folder with restricted access. Images should not be retained on unencrypted portable equipment such as laptops, memory sticks or mobile phones. • Images should be retained / destroyed in accordance with the guidance set out in our Data Retention policy and schedule. • For further guidance on the above, please see our Young People's Images – Guidelines at the end of this policy.
Overlap with Other Trinity Policies	<p>This policy should be read in conjunction with the following other Trinity policies:</p> <ol style="list-style-type: none"> 1. Data Protection Policy 2. Data Retention Policy and Schedule 3. Safeguarding and Child Protection Policy

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Review	This policy is subject to the review of Trinity's Executive and/or as required by changes to legislation.
Effective Date	23 January 2020